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, November 10, 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.

Vision 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. 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 at the link above. 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 (Sofines Douicher, Summer Lake Elementary Student)

   1.3 Proclamation Recognizing Law Enforcement Records and Support Personnel Week (Paul Beard, Police Chief)
   Proclamation

2. PUBLIC COMMENTS
The public is welcome at this time to address the City Council on items on the Consent Calendar or other items not listed on the agenda but within the Council's jurisdiction. There is an opportunity for the public to comment on other agenda items at the time they are discussed. .

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. 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 may request the Mayor remove the item.

4.1 Approve Minutes from the Special Meeting held October 27, 2026 (Kim Snodgrass, City Clerk)
Minutes
Transcript

4.2 Approve Minutes from the Regular Meeting held October 27, 2026 (Kim Snodgrass, City Clerk)
Minutes
Transcript

4.3 Announcement of Vacancy and Invitation for Applications to Fill the Vacancy in City Council District 5 (Kim Snodgrass, City Clerk)
Staff Report
1. Notice of Vacancy and Invitation for Applications

4.4 City of Oakley Investment Report (1st Quarter FY 2026/27) (Jeri Tejeda, Administrative Services Director)
Staff Report
1. City of Oakley Investment Report for the quarter ended September 30, 2026
2. FY 2027 City Investment Worksheet

4.5 City of Oakley as Successor Agency to the Oakley Redevelopment Agency Quarterly Investment Report (1st Quarter FY 2026/27) (Jeri Tejeda, Administrative Services Director)
Staff Report
1. City of Oakley as Successor Agency to the Redevelopment Agency Investment Report for the quarter ended September 30, 2026.

4.6 Adopt a Resolution Approving the Parcel Map for Minor Subdivision 23-977 for Sandoval Minor Subdivision Located at 115 Malicoat Avenue (APN 033-052-003) (Billilee Saengchalern, Public Works Director/City Engineer)
Staff Report
1. Resolution
2. Parcel Map MS 23-977

4.7 Adopt a Resolution for the Approval of Contract Amendment Number 2 with BSK Associates for Consulting Services for Geotechnical Observation, Testing Services and Special Inspections Related to the East Cypress Road Canal Undergrounding Project CIP 310 (Billilee Saengchalern, Public Works Director/City Engineer)
Staff Report
1. Resolution
2. BSK CIP 310 Amendment 2 Agreement

4.8 Adopt a Resolution Accepting the Work Associated with Capital Improvement Project No. 315 – Magnolia Park Playground Resurfacing and Retrofitting Project (Billilee Saengchalern, Public Works Director/City Engineer)
Staff Report
1. Resolution
2. Notice of Completion

4.9 Adopt a Resolution Authorizing Amendment No. 1 to the Construction Contract for the East Cypress Road Widening Project (Jersey Island Road to Bethel Island Road) – Capital Improvement Project (CIP) Number 302 (Billilee Saengchalern, Public Works Director/City Engineer)
Staff Report
1. Resolution

5. PUBLIC HEARINGS

5.1 Data Centers (Ordinance to Ban the Use) (PLN-2026-1005) – Waive the First Reading and Introduce an Ordinance Banning the Use "Data Center" in All Zoning Districts (Ken Strelo, Community Development Director)
California Environmental Quality Act (CEQA) Determination: Recommend that the City Council find that the project is exempt from CEQA under the "Common Sense" Exemption (14 Cal. Code Regs./CEQA Guideline 15061(b)(3))
Staff Recommendation: 1) Receive the Staff Report, 2) Receive Questions from the Planning Commission, 3) Open the Public Hearing, 4) Receive Public Testimony, 5) Close the Public Hearing, 6) Deliberate, 7) Summarize the Deliberation 8) Waive the First Reading and Introduce the Ordinance
Staff Report
1. Notice of Public Hearing
2. Proposed Ordinance

5.2 Zoning Text Amendments (PLN-2026-1004) – Waive the First Reading and Introduce an Ordinance Including Density Ranges and Additional Clarity in Certain Zoning Districts within Chapter 1 of Title 9 of the Oakley Municipal Code (Ken Strelo, Community Development Director)
California Environmental Quality Act (CEQA) Determination: Recommend that the City Council find that the project is exempt from CEQA under the "Common Sense" Exemption (14 Cal. Code Regs./CEQA Guideline 15061(b)(3))
Staff Recommendation: 1) Receive the Staff Report, 2) Receive Questions from

the Planning Commission, 3) Open the Public Hearing, 4) Receive Public Testimony, 5) Close the Public Hearing, 6) Deliberate, 7) Summarize the Deliberation 8) Waive the First Reading and Introduce the Ordinance
Staff Report
1. Notice of Public Hearing
2. Summary of all Zoning Text Amendments (Tracked Changes)
3. Proposed Ordinance

5.3 Peixoto Ranch Subdivision 9723 (RZ 2025-005, FDP 2025-003, TM 2025-003, DR 2025-007) – Continuance to date certain of January 26, 2027 (Regular City Council Meeting) (Jose Cortez, Senior Planner)
California Environmental Quality Act Determination: Recommend the City Council find the project is Consistent with the General Plan EIR Pursuant to 14 Cal. Code Regs/CEQA Guideline Section 15183.
Staff Report

6. REGULAR CALENDAR

6.1 Adopt a Resolution Approving the Second Amendment to the Design-Build Agreements with Woodland Construction Builders, Inc for the Design and Construction of the New Oakley Library and Community Center and Authorizing the City Manager to Execute the Amendment and Adopt a Resolution approving the Amended Reciprocal Access Easement, Utility Easement and Parking Agreement (APN's 035-090-075, 035-090-076,035-090-078 & 035-090-081) (Joshua McMurray, City Manager)
Staff Report
1. Draft Resolution to Approve the Second Amendment to the Design-Build Agreement with Exhibit C (Change Order #2, Scope, List of Drawings and Construction Schedule of Values)
Exhibit C
2. Draft Resolution to Approve the Amended Reciprocal Access Easement, Utility Easement and Parking Agreement (APN's 035-090-075, 035-090-076, 035-090-078 & 035-090-081) with Exhibit A
Exhibit A - Draft Amended Reciprocal Access Easement Agreement
3. City Council Staff Report dated February 10, 2026

7. REPORTS

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

8.1 Work Session: Residential Light Trespass and Enforcement Feasibility (Ken Strelo, Community Development Director)
Staff Report

9. CLOSED SESSION

9.1 CITY ATTORNEY PERFORMANCE EVALUATION Pursuant to Government Code Section 54957

9.2 CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One potential case

10. ADJOURN

OAKLEY
CALIFORNIA

Proclamation

Law Enforcement Records and Support Personnel Appreciation Week
November 9 through November 13, 2026

WHEREAS, law enforcement agencies throughout the State of California depend heavily on law enforcement records and support personnel to provide vital, foundational services; and

WHEREAS, the City of Oakley deeply appreciates our Police Records Assistants who devote countless hours to performing the essential duties that keep our local law enforcement operations running efficiently and smoothly; and

WHEREAS, these dedicated professionals consistently demonstrate excellent attention to detail, rigorous quality control, and effective communication with the judicial and court communities, all of which are crucial to the successful completion and prosecution of criminal cases; and

WHEREAS, the Oakley Police Departments Records Division personnel's unwavering dedication to the accurate and efficient processing of police reports, court paperwork, data entry, administrative filing, and report releases fosters a highly productive workplace environment; and

WHEREAS, it is fitting and proper to recognize law enforcement records and support personnel for their invaluable contributions to the integrity and success of our public safety system.

NOW, THEREFORE BE IT RESOLVED that I, Hugh Henderson, Mayor of the City of Oakley along with the members of the Oakley City Council do hereby proclaim November 9 through 13, 2026 as Law Enforcement Records and Support Personnel Week in the City of Oakley, and extend our highest gratitude to the Oakley Police Department Records staff and support personnel for their diligence, commitment, and dedicated service to our community.

November 10, 2026

_____
Hugh Henderson, Mayor

Minutes of the Special City Council Meeting held
October 27, 2026

1) CALL TO ORDER AND ROLL CALL

Mayor Henderson called the meeting to order at 6:30 pm.

Roll Call: Councilmember Fuller, Councilmember Shaw, Councilmember Williams, Vice Mayor Meadows, and Mayor Henderson were present.

2) PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Henderson led the Pledge of Allegiance to the Flag.

3) PUBLIC COMMENTS

None

4) REGULAR CALENDAR

4.1 Adopt a Resolution Declaring a Vacancy in the Office of the City Council for City Council District Five and Directing the City Clerk to provide the Notifications of Vacancy required by Law and to Coordinate the filling of the Vacant Office (Derek Cole, City Attorney)

City Attorney Derek Cole presented the staff report.

Councilmember Shaw and Councilmember Williams provided questions; City Attorney Derek Cole, and Mayor Henderson responded.

A Public Comment was provided by Drexell Johnson (not on this item).

Online public comments were submitted by Oleksii Chuiko, J. Quezada, a District 3 resident and two anonymous individuals.

Councilmember Fuller provided a comment.

Councilmember Williams, Councilmember Shaw and Councilmember Fuller provided additional comments and questions. Mr. Cole and Mayor Henderson responded to questions.

It was moved by Councilmember Shaw and seconded by Vice Mayor Meadows to adopt the resolution declaring that the Office of City Councilmember for District 5 has become vacant and directing the City Clerk to provide notifications of vacancy and coordinate the filling of the vacant office. **AYES:** Henderson, Meadows, Shaw, Williams **NOES:** Fuller **RESULT:** Motion Carried 4-1

5) ADJOURN

There being no further business, the meeting was adjourned at 6:14 p.m.

Respectfully Submitted,

Kim Snodgrass
City Clerk

This is an automated transcript of the October 27, 2026 Special City Council meeting generated by the City's agenda management software. As a result, errors or inaccuracies may be present.

[00:01:19][Roll Call]
[00:01:24]Well everyone please stand and join me
[00:01:27]in the Pledge of Allegiance.
[00:01:28]I pledge allegiance to the flag of the United States of America
[00:01:39]Item three public comment we received five entries
[00:01:52]online for public comment for which
[00:01:56]not to speak, one did wish to speak,
[00:02:01]as Jake has started here comic Okay, that
[00:02:08]is under 4.1 I apologize.
[00:02:11]I do not have anybody who wishes to speak come up with that we'll
[00:02:17]move To item four, 4.1 adopt a resolution
[00:02:28]to clearance vacancy of an office of the city Council
[00:02:34]district five directing the city clerk
[00:02:38]to provide notification of the vacancy
[00:02:53]That will be by our city council.
[00:02:58]>> Thank you I'll just start by saying this is a bit
[00:03:01]of an unusual item and I have not personally handled this type
[00:03:05]of item before, but the item that is before you is
[00:03:13]consideration of whether Council Member Fuller has vacated his
[00:03:18]seat as a council member because of absences what is the legal
[00:03:26]basis for this, ultimately under the California government law I
[00:03:31]see my statute the council is the judge of the qualifications
[00:03:36]of its members.
[00:03:38]That is language that comes directly from the government
[00:03:42]code, also in the government code is language that
[00:03:47]says if a person misses regular meetings for more than 60 days,
[00:03:53]or there's a separate date, 70 day measure if the council meets
[00:04:00]once a month or less then with that if those absences are
[00:04:07]quote unquote without permission then
[00:04:09]the council member vacates their seat.
[00:04:12]Here you have a summer schedule, traditional
[00:04:17]that has been consistent with your traditional practice
[00:04:21]of having one meeting per month so under this statute
[00:04:28]it would be the statute applies it would be my interpretation
[00:04:35]that it would be that during the summer
[00:04:42]you're only meeting once a month so that would create a 70 day
[00:04:45]window by which any council member could vacate
[00:04:48]their seat by not appearing for regular meetings come
[00:04:52]I do want to emphasize that under the statute
[00:04:55]is only regular meetings so if even if there was only
[00:04:59]special meetings that would not count.
[00:05:02]So come we had regular meetings on June, July,
[00:05:06]in August as I detail in the staff report we know that it is
[00:05:11]confirmed that Council Member Fuller attended the June staff
[00:05:15]report, or the June meeting, but he did not attend the July
[00:05:21]or August meetings, in minutes of the official meetings
[00:05:26]of those council proceedings do not indicate that he was given,
[00:05:31]and his absence was recognized as with permission,
[00:05:35]and so just from the strict standard that
[00:05:40]is in the government code, if you look at it just
[00:05:46]based on your official minutes, your official records
[00:05:49]there is not any indication that the council member received

[00:05:54]excuses for his absences.
[00:05:59]Digging a little deeper I understand Council Member Fuller
[00:06:04]will have a response come arise soon he will have a response
[00:06:07]to this and of course that is his right to present to you this
[00:06:12]evening , but I have cited some of the wire are we doing this,
[00:06:20]I was cited to a general's opinions under similar
[00:06:26]circumstances.
[00:06:27]I want to state that these are opinions of the city Attorney
[00:06:32]General, not court decisions.
[00:06:37]Can I get a little wonky it is governed by something
[00:06:40]that we call public decisions meaning a court of appeal,
[00:06:44]not a court of appeal or what we call in California our trial
[00:06:49]courts but an appeals court and appellate court
[00:06:52]writes up an opinion interpreting
[00:06:55]the statute, interpreting the law and they publish,
[00:06:59]the court makes the decision to publish the opinion,
[00:07:02]not every opinion that is upheld in court writes is published,
[00:07:06]but when it is published it is considered binding,
[00:07:10]and so practitioners in my position
[00:07:14]we must treat the opinions of the appellate courts as binding,
[00:07:19]we do not have any binding decisions that discuss
[00:07:25]the statute that I've referred to of government codes 36513,
[00:07:29]all we have are Attorney General opinions,
[00:07:34]we'll get a little wonkier if the attorney General
[00:07:37]opinions that we have to deal with something
[00:07:40]is a Latin term that means by what authority it
[00:07:44]is a procedure that the court that is authorized state
[00:07:48]law to determine disputes about whether someone holds title
[00:07:52]to office or does not.
[00:07:55]And in the quo warranto procedure
[00:07:58]the Attorney General has a gatekeeping function.
[00:08:02]If somebody challenges whether they've
[00:08:05]been ousted from a council or a board or in some cases
[00:08:11]the council can initiate the action
[00:08:14]they have to go the attorney general and ask for permission
[00:08:17]to go to court.
[00:08:19]And the Attorney General acts as a gatekeeper.
[00:08:22]So, it's not making a binding decision
[00:08:27]it's not making a decision that a court can make it's not
[00:08:30]publishing precedent the way an appellate court would publish
[00:08:33]but it is acting in a gatekeeper fashion.
[00:08:36]And it does publish in its own way its opinions.
[00:08:40]You can find Attorney General opinions online,
[00:08:43]they go back many years and the many attorney
[00:08:49]General positions are in hard books
[00:08:52]that you would find in law offices
[00:08:55]so so I cite the two cities and what the attorney general said
[00:09:02]in factual circumstances that were similar where you had
[00:09:06]council members who were claiming
[00:09:08]some sort of medical leave, or medical need for their absence
[00:09:14]did not get the express permission of their councils
[00:09:17]and the attorney general said that that
[00:09:21]raises a substantial issue.
[00:09:23]Now, the fact that it raises a substantial issue does not
[00:09:28]mean that the Attorney General's deciding those disputes,
[00:09:31]the attorney general was simply saying there's an issue,
[00:09:35]but notable in those opinions is the fact
[00:09:39]that the attorney general said there's really

[00:09:42]no appellate decision interpreting when someone
[00:09:46]is absent without permission.
[00:09:49]And in those cases like this city
[00:09:52]there were no absence procedures written into city policies,
[00:09:59]so we do have policies and procedures but like most cities
[00:10:03]we do not have anything in our policies and procedures
[00:10:07]that discuss whether someone is how
[00:10:11]they gain an excused absence.
[00:10:14]But the statute still says that when someone is out,
[00:10:19]without an excuse they vacate their position
[00:10:23]and so the attorney general is saying basically that there is
[00:10:29]no appellate precedent and that was up to a court in those
[00:10:34]decisions to ultimately make the decision so come I presented
[00:10:39]those to you to address the issues that and I do want
[00:10:44]to make clear that I am not making any determination myself
[00:10:48]I can not as the city attorney it is ultimately a decision
[00:10:55]of this Council but whether Doctor Foley vacated his seat
[00:11:01]because of the absences and whatever circumstances he
[00:11:05]presents to you those are things that you will have to decide
[00:11:11]but the important thing to recognize is that it would be
[00:11:15]subject to judicial review
[00:11:19]so while you do have the authority
[00:11:23]to make this decision ultimately a judge would
[00:11:26]be the final arbiter now a challenge can come either way it
[00:11:32]can be initiated by a city, city can initiate warranto
[00:11:37]but they are not mandated to do so.
[00:11:41]At the same time someone ousted from office that told you
[00:11:45]that there's not part of the office
[00:11:47]they can file a proceeding.
[00:11:51]But that is the best I can tell you
[00:11:54]from my analysis the unfortunate thing Is that there's
[00:11:59]no appellate precedent that tells me as a lawyer when
[00:12:03]somebody is without excuse or without excuse
[00:12:05]I have tried to look for other resources,
[00:12:09]there was a pretty notable battle
[00:12:12]in Los Angeles County in the city of Huntington Park
[00:12:15]and I was able to read several news accounts
[00:12:19]as well as get some written opinions with the Los Angeles
[00:12:23]court that was a battle over someone who was not
[00:12:28]the same situation they were alleged to have moved out
[00:12:31]of their district out of their territory
[00:12:34]and when you do that you vacate the office just
[00:12:38]like when you fail to attend meetings for more than 60
[00:12:42]or 70 days.
[00:12:43]So there were some trial court decisions in this Huntington
[00:12:47]Park matter but there simply trial decisions
[00:12:50]but I did review those, you may have heard of the city of Avenal
[00:12:56]went through something, I wouldn't call it similar
[00:12:59]because there you have four council members who
[00:13:03]were recalled, and they chose not to I guess honor
[00:13:08]the intent of the voters and they were
[00:13:10]ousted through court warrant.
[00:13:13]And there are a few other news accounts
[00:13:16]but unfortunately there is not published precedent.
[00:13:18]So the question for the Council tonight
[00:13:21]is do you wish to confirm that Council Member Fuller vacated
[00:13:25]his seat because of his absences and because
[00:13:29]of the fact that these absences were not directed, permission

[00:13:34]was not sought expressly from the council, that
[00:13:37]is a decision that is up to you, what I would emphasize
[00:13:41]is that decision can be reviewed to a court.
[00:13:43]So if you make that decision tonight,
[00:13:46]and if Doctor Fuller were to say I disagree,
[00:13:49]he would have the ability to go to court, and raise the issue
[00:13:54]and then the city would have to decide
[00:13:57]does it wish to defend that lawsuit,
[00:13:59]and that would be something that would happen from this point
[00:14:06]forward.
[00:14:07]But ultimately the government code
[00:14:10]does say that you can judge the qualifications of your members.
[00:14:13]And that is your determination, not my determination, not
[00:14:18]staff determination.
[00:14:19]I will stop here I provided a staff report
[00:14:23]and I'm happy to answer any questions.
[00:14:27]>> Question for staffs, Council member Schor.
[00:14:31]>> Thank you I appreciate that this is a unique situation
[00:14:36]so thank you for the clarification.
[00:14:37]I do have a question for you and the mayor.
[00:14:41]Even though the city does not have a formal policy
[00:14:44]or procedure for requesting excused absences
[00:14:47]did either of you receive any thing from Mr. Fuller
[00:14:54]to be absent during the meetings during that 70 day period?
[00:14:59]>> I can answer that first.
[00:15:01]I received notification from Doctor Fuller's legal counsel
[00:15:05]just before the July meeting that he would be in surgery,
[00:15:10]but that was directed to me.
[00:15:13]The August meeting I did not receive any word
[00:15:17]from Doctor Fuller or from his counsel come
[00:15:21]I do recall that I reached out to him
[00:15:24]come I tried to reach out to him to make
[00:15:27]sure he had remote access for that meeting come
[00:15:29]I think I left a voicemail or two to make sure
[00:15:34]that our IT staff coming in July starting in July we went to it
[00:15:39]SB 707 so we started remote access meetings in July,
[00:15:43]that was another factor.
[00:15:44]But in July I did receive notification
[00:15:47]from Doctor Fuller's counsel that he would be in surgery.
[00:15:53]>> Okay, I'm sorry, Mayor Henderson.
[00:15:59]>> I have not had any communication with Council
[00:16:01]member Fuller.
[00:16:03]>> And do either of you know if any consideration has been
[00:16:07]brought forward and if anybody granted permission for those
[00:16:13]absences?
[00:16:15]>> Answering for myself I do not handle absences for the Council
[00:16:19]that is not a city attorney function.
[00:16:22]>> Did he request an accommodation to participate
[00:16:27]remotely and was that approved?
[00:16:30]>> I know that I, there was a July 20th special meeting I
[00:16:36]realized that the special meetings don't count,
[00:16:39]but I do recall attempting to make sure that Doctor Fuller had
[00:16:43]access, I believe that was the first data center,
[00:16:47]that might have been a joint planning commission Council com
[00:16:50]I did reach out to him and I made sure that he had remote
[00:16:53]access, I did not hear from him, I don't know where he was,
[00:16:58]and then for the August meeting I did the same thing.
[00:17:03]I have tried to do my part to make sure

[00:17:06]that he would have access to the meetings come
[00:17:09]in that we were giving him the remote access, and also
[00:17:14]instructions.
[00:17:15]So, to kind of pull up the hood a little bit with the audio
[00:17:21]visual the audience accesses our Zoom platform,
[00:17:25]but there is a panelist, they call it a panelist status that
[00:17:31]can be given to people who are participants ,
[00:17:37]we did provide instructions to Doctor Fuller to make sure that
[00:17:41]he could join the Zoom, but then he would be promoted
[00:17:45]as a panelist so that he could participate as a council member,
[00:17:48]and not be in the same virtual lobby as the public.
[00:17:55]And I did my best to make sure he had that available to him
[00:18:00]since he was not attending in person.
[00:18:04]>> And can you clarify if permission to participate
[00:18:08]remotely would work as permission from the Council
[00:18:11]to be absent from the meeting?
[00:18:14]>> As the City Attorney I can't grant people,
[00:18:18]that's not something I can do or do do ,
[00:18:24]absences are a council function, it is not something I do
[00:18:29]as your legal adviser.
[00:18:32]>> And when was remote participation first used
[00:18:34]by Doctor Fuller? .
[00:18:40]>> I believe he attended, the first time I remember him
[00:18:43]attending, I believe he attended a special meeting in August,
[00:18:47]I don't believe he attended any September regular meeting ,
[00:18:54]but we have had remote access available.
[00:18:56]By law we had to have remote access available on July 1st.
[00:19:02]So since July we have provided, I referred to SB 707
[00:19:07]because that is the legislation that requires cities of our size
[00:19:10]to have remote to a audio visual access that took effect on July
[00:19:16]1st and since July 1st this council has provided a remote
[00:19:20]option for all of its meetings regulatory.
[00:19:26]>> One last question since it became vacant and that council
[00:19:32]member has a direct personal interest in the outcome can you
[00:19:35]clarify for the record the legal basis for him to participate
[00:19:38]in the vote for tonight?
[00:19:46]>> The caveat you all hear from me when you ask me a personal
[00:19:48]conflict of interest question is that I cannot specifically
[00:19:53]advise any of you come I can make statements of what I
[00:19:57]believe to be the law, my understanding is that Council
[00:20:00]members interest in their stipend is not considered
[00:20:04]an economic interest, and therefore if you do not have
[00:20:10]an economic interest you cannot essentially get into the door
[00:20:14]of a potential conflict.
[00:20:16]But whether there's some other interest involved,
[00:20:19]so that is my quick response to that,
[00:20:23]but I would note that I am not the IPC, so I'm just telling you
[00:20:28]what I understand.
[00:20:36]>> And with, I guess because the resolution states that the seat
[00:20:38]became vacant on August 19th, I just want you to put
[00:20:41]on the record why we're having the resolution tonight and then
[00:20:44]the vote on that is what I was referring to.
[00:20:50]>> The reason that it's happening tonight is
[00:20:52]because the issue come on August 20th I come I wasn't got my I,
[00:21:01]it's not something come I don't have a tickler,
[00:21:04]I don't follow your attendance, as a city attorney I
[00:21:09]don't monitor the interview I don't take real comment as I
[00:21:13]said we do not have a policy for that,

[00:21:17]some cities do come I believe it would be a small minority
[00:21:21]of cities but there are some cities that do have come all I
[00:21:26]can say is that the issue is raised and once the issue is
[00:21:30]raised I raised the issue legally and it has now been
[00:21:36]presented to you.
[00:21:38]As with everything I don't do things overnight,
[00:21:41]I need time come I'm working on any number of things for you
[00:21:46]comment as you guys all know I do have a full law practice
[00:21:50]outside of what I do for you, so the issue is being brought
[00:21:55]to you as quickly as it reasonably could,
[00:21:59]and that's, there was, I don't know any way to bring it up
[00:22:07]to you as of August 20th, we all need time to do things you can
[00:22:14]look at your agendas and see all the things we're working on.
[00:22:19]This was one item brought to my attention ,
[00:22:26]and then it was raised, now here we are.
[00:22:31]>>, I'll have something later further.
[00:22:36]>> I have two questions I think so, I know you talked a little
[00:22:40]bit about us not having a policy,
[00:22:43]but when I read government codes 36513 it seems to not require
[00:22:50]that there's a preexisting local ordinance,
[00:22:52]and it says that permission is granted during meetings and that
[00:22:57]would be reflected in the meeting minutes basically.
[00:23:03]So, am I right am I interpretation
[00:23:07]that the government code doesn't actually
[00:23:09]require there to be an ordinance or some absence
[00:23:13]policy for council?
[00:23:16]>> That would be my interpretation.
[00:23:17]So, I looked at old opinions, so I mentioned this quote,
[00:23:23]so there are some code warranto opinions that
[00:23:27]are published, some of them which
[00:23:29]go back into 100 years ago.
[00:23:33]And there were some opinions that
[00:23:36]were discussed this statute, or some predecessor,
[00:23:41]I think this statute, this requirement for under 36 503
[00:23:51]also exists in another government code
[00:23:54]section I think in government Code section 70, somewhere
[00:23:59]around 1770 I don't have the statute in front of me,
[00:24:04]but this requirement that a board member, council
[00:24:08]member vacate their office after 60 days,
[00:24:13]and maybe in some predecessor 90 days that's
[00:24:15]been around for decades.
[00:24:17]And it may go back a hundred years
[00:24:21]come at least some version of this statute so,
[00:24:26]the idea that you would need a policy to implement the statute
[00:24:33]or implement the statute I don't think
[00:24:35]that's a requirement because these statutes have a existed
[00:24:39]forever.
[00:24:39]Going back to the days before the internet,
[00:24:43]even maybe back before the days of a telephone.
[00:24:47]These requirements are very, very old.
[00:24:50]The statute says what the statute
[00:24:52]says come I have not found anything that
[00:24:55]says you have to have a policy in place
[00:24:58]as a mechanism to trigger the statute.
[00:25:03]>> Okay, and then my second question I think you already
[00:25:06]spelled it out, but we implemented seven b707,
[00:25:12]my favorite one if you haven't heard me say it,
[00:25:16]but we implemented that in July that's when we fully went live

[00:25:19]with Zoom and all of that stuff, right?
[00:25:25]>> Well, you started implemented it at the beginning of this year
[00:25:30]but it was operational as of July 1st.
[00:25:35]>> Okay perfect and that SB 707 allows for full remote
[00:25:40]participation and it won't count against your quorum or any
[00:25:44]of that issue if it's for accessibility accommodations,
[00:25:49]right?
[00:25:49]I know there's something in the statute
[00:25:51]that you can only have so many remote,
[00:25:53]but if you have Ada you're exempt from that, correct?
[00:25:59]>> Yes this SB 707 statute requires that a council member
[00:26:04]who needs an accommodation be provided,
[00:26:07]and that change was made after an attorney general opinion came
[00:26:11]out probably two years previous that said under the old Brown
[00:26:16]Act that Ada was a sufficient basis to allow remote
[00:26:20]participation.
[00:26:22]>> Great comment thanks so much, that's all my questions
[00:26:26]for right now.
[00:26:28]>> Council member sharp.
[00:26:31]>> Thank you, so I know some restrictions we're putting
[00:26:35]on Fuller for communicating with staff back in the day
[00:26:40]but in those restrictions where there anything preventing him
[00:26:44]from contacting the mayor or other council members?
[00:26:49]>> The memorandum that followed was only towards city
[00:26:53]administration and city staff effectively pursuant
[00:26:57]to the direction of the Council following the investigation
[00:27:01]report, I was to be Doctor Fuller's confidant between
[00:27:07]administration and city administration and staff.
[00:27:11]But he was not restricted from talking to or contacting
[00:27:16]any of you.
[00:27:18]>> Thank you.
[00:27:25]>> No further questions for staff I'll open it up for public
[00:27:28]comment.
[00:27:31]Did you have a question doctor Fuller?
[00:27:40]>> I do have a comment, I'm not sure you want me to read it now
[00:27:42]come I have it written and ready to go.
[00:27:47]>> Can we wait till we do public comment,
[00:27:49]and then we'll bring it back to the council and let you speak.
[00:27:55]>> That's okay with me.
[00:27:58]>> Okay so we'll go to public comment is there anybody
[00:28:03]in the chambers who wishes to speak in public comment tonight
[00:28:08]I don't have any cards.
[00:28:12]Come on up sir and then you can fill up out the card
[00:28:16]after you speak.
[00:28:40]>> Good evening everyone I'm Dr. Johnson,
[00:28:42]used to be Drexel Muhammad, but now it's Drexel Johnson now.
[00:28:47]I just moved into the area come on my daughter's been
[00:28:51]about five years, the just decided to move in the wife
[00:28:57]and I got my my general contractor, full service
[00:29:01]general contractor and we have a mechanism in place
[00:29:06]right now where we want to share with the city
[00:29:09]whereas our El Nino is about to come down on us
[00:29:13]and we have a vehicle in place that
[00:29:15]can combat some of the stuff that's going on with El Nino.
[00:29:21]In other words some of the panels and stuff that they
[00:29:26]have that's adjacent to the freeways and your streets,
[00:29:29]we have stuff in place right now that can combat that
[00:29:33]and we'll really make a big difference

[00:29:35]before we get a chance to talk to
[00:29:38]with the various people at Public Works
[00:29:40]and show them what we have to do with the Powerpoint
[00:29:42]to make it right.
[00:29:43]If there's anyone interested in looking at what we have to do
[00:29:46]we just gave you some sort of direction
[00:29:48]and see if we can make it happen.
[00:29:50]Thank you.
[00:29:54]>> Anybody else wish to speak on this item tonight can you make
[00:29:59]>> Online we received a total of five that stated that they did
[00:30:02]wish to speak, j.
[00:30:05]Seeing none will close public comment
[00:30:10]and bring it back to Council.
[00:30:13]For discussion.
[00:30:15]Council Member Fuller.
[00:30:19]>> Yes, may I speak?
[00:30:25]>> Yes sir, I called on you.
[00:30:29]>> Staff report states that I did not obtain permission
[00:30:35]for certain instances from council meetings,
[00:30:39]however the city does not have any process in place to obtain
[00:30:46]that issue.
[00:30:47]There is no process in place for requesting
[00:30:54]this permission, no process indicating
[00:30:58]who approves the permission comment no standard
[00:31:02]to apply when the permission should be granted, or denied.
[00:31:08]Out of respect of the Council, I notified the city Attorney
[00:31:13]of each absence, he mentioned August,
[00:31:16]my memory and notes say I did, I wasn't a long conversation
[00:31:22]that we had but my memory is that before each meeting
[00:31:28]I did contact the city attorney, in those contacts is subject
[00:31:36]of reading, of needing permission which was never
[00:31:41]mentioned and I have a copy with the city attorney
[00:31:44]who is our legal expert.
[00:31:47]Also, as you recall your counsel has requested that I not
[00:31:54]contact anyone else at City Hall except for the city
[00:31:59]attorney coming in fact it was brought up to me
[00:32:02]by Council Member Shaw many times
[00:32:05]that I had talked to counsel and other members on staff
[00:32:11]without permission during a festivity in studio 55.
[00:32:16]I think we all remember at that point what I'm talking about.
[00:32:23]So, by what means was I to both comply
[00:32:30]with the reported requirement of requesting permission
[00:32:34]and with your restrictions of my request with City Hall by other
[00:32:44]than taking the actions that I did?
[00:32:48]And contacting our legal expert who
[00:32:51]had sway in the city and interpretations
[00:32:55]that I presumed I was meeting all requirements of August come
[00:33:03]out in August I was in the hospital for 13 weeks,
[00:33:07]July was the first month, August was the second, and then
[00:33:13]into September.
[00:33:14]And August I also contacted, I believe,
[00:33:20]perhaps if the council wants to enforce a requirement they
[00:33:27]should do the rules that set out a process for payment
[00:33:32]or requiring it now seems discriminatory.
[00:33:35]After all I am disabled, I am a disabled senior citizen come
[00:33:44]and I've gone through and I'm still going
[00:33:49]through serious medical issues.
[00:33:51]Other council members are absent from time to time,

[00:33:57]and I have never heard anyone ask for permission
[00:34:00]or be required to obtain it in their absence.
[00:34:05]Your council wishes to apply this non-existent policy
[00:34:11]only to me, and only after the fact
[00:34:16]when I had no opportunity to act to hear the situation.
[00:34:22]This is a fundamentally unfair comment violation
[00:34:28]of my equal protection and due process rights.
[00:34:32]When able I've attended said council meetings and the most
[00:34:41]recent meetings the one tonight October 13th and September 22nd.
[00:34:47]I was still in the hospital, I don't
[00:34:51]think you would have wanted to release me except against AMA
[00:35:00]medical advice because they had an outbreak of COVID come in two
[00:35:04]days after the outbreak I came down with COVID,
[00:35:08]and had to finish the medicine, and also remained,
[00:35:13]I was very frustrated with that.
[00:35:17]So, this is fundamentally, when able I have attended city
[00:35:24]council meetings, the most recent one again September 22nd,
[00:35:29]October 13th, and this one.
[00:35:32]I was only absent when it was medically
[00:35:35]necessary come I am not abandoning my office got
[00:35:40]my intend to serve, and will keep serving unless I
[00:35:44]am ordered to stop by a court.
[00:35:49]By a court.
[00:35:51]By Judge.
[00:35:55]Applying this policy only respects political affiliation
[00:36:02]and it is a very bad precedent got my order
[00:36:05]you to respect the will of the voters of this city,
[00:36:09]and hold this resolution down.
[00:36:39]>> Any other council members for deliberation coming or are we
[00:36:42]ready for a motion?
[00:36:49]Council member Williams.
[00:36:50]>> As I noted that the California code stating this it
[00:36:50]doesn't say anything about permission, but I would assume,
[00:36:50]thank you Council Member Shaw for asking the question,
[00:36:53]we have mechanisms in meetings to ask for things that we want,
[00:36:56]correct?
[00:36:56]We could have placed a future agenda
[00:36:58]item come I just know in passing I had heard Council Member
[00:37:03]Fuller say he was having a back procedure at some point.
[00:37:08]And it's interesting to me that there
[00:37:12]was, that there's any you know call back
[00:37:16]to this being discriminatory because I think anyone who's
[00:37:21]missed a meeting has called in, and I think it's
[00:37:25]the consecutive nature of it, one of the public comments made
[00:37:29]a good point, there been months without somebody
[00:37:34]really speaking for district five come
[00:37:36]in I think that's where we're not at large
[00:37:39]any longer, so it does carry a little bit more weight when
[00:37:43]we're in a district situation, because all I know we
[00:37:47]all pride ourselves on thinking of the city
[00:37:49]as a whole come I think that is kind of a big absence
[00:37:53]by not having correct representation.
[00:37:55]So, I just kind of had to get that out there
[00:37:59]that it's the California code that dictates this,
[00:38:03]there's nothing that says we're applying this,
[00:38:06]we're following the government code, which
[00:38:09]I would expect the city to do in any other circumstance.
[00:38:32]>> Council member Shaw.

[00:38:33]>> I just wanted to make a statement,
[00:38:33]I don't agree with the characterization that this
[00:38:33]proceeding is political retaliation,
[00:38:33]the responsibility we have tonight is to evaluate the facts
[00:38:33]and the requirement of government code 6513 regardless
[00:38:35]of our political decision.
[00:38:39]Does the political obligation change
[00:38:46]does it change the legal requirements
[00:38:49]or can it affect it in any way?
[00:38:53]I don't see a way that it can come I
[00:38:56]but you are the city attorney, you
[00:38:59]would mention that, I'm sorry I'm
[00:39:01]gonna go on I got a million things in my head
[00:39:03]after that statement that we don't have a mechanism in place

[00:39:06]but you did clarify that it's specifically
[00:39:09]says we don't have to have that mechanism in place.
[00:39:12]But I do want to point to an ordinance
[00:39:14]that we have for the Planning Commission that states if they
[00:39:18]have a missed meeting they can come to the next meeting
[00:39:21]and request an excuse for the meeting that they missed.
[00:39:25]And Council Member Fuller did show up to other meetings
[00:39:29]and didn't do that either, correct?
[00:39:51]>> I know you guys adopt minutes,
[00:39:53]but I don't read the minutes extensively come I don't think
[00:39:53]it's appropriate to ask me questions about your official
[00:39:53]proceedings, I'm not aware, I sat here where I'm sitting now
[00:39:53]come on I don't remember that coming up when he was at that
[00:39:55]meeting, but I would have to defer to the minutes.
[00:40:00]>> That's okay I can ask them a the question because he does
[00:40:05]read the meetings and he should know the answer so Mayor
[00:40:10]Henderson did that happen?
[00:40:12]Even though that's not for the council
[00:40:14]and it's for the Planning Commission
[00:40:15]I think that we can point to something.
[00:40:19]>> I'm unaware of any of that happening.
[00:40:22]>> I think this is about the law as written and it is pretty
[00:40:28]clear in my opinion 60 days, 70 days with December months ,
[00:40:36]but you had said Council member Fuller that I told you you
[00:40:40]cannot talk to council, and that's not true,
[00:40:43]yes I stopped you from talking to staff but never have we
[00:40:48]placed a requirement that you can't talk to council,
[00:40:50]so I wanted to clear that up.
[00:40:53]>> Council member Fuller.
[00:40:56]>> Yes, if I may respond to what Council Member Williams brought
[00:41:03]up as to notifying you, or whether this was about July 6th
[00:41:08]come I entered the hospital come and I underwent surgery
[00:41:12]for a serious medical condition, during that time there is no way
[00:41:17]to predict any complications that will occur,
[00:41:20]or how those complications will interfere with the medical care,
[00:41:24]my complications am I had two blood clots in my left arm
[00:41:29]because they had put a picket in there got my I think it was
[00:41:34]eight caps, I came down with E infection,
[00:41:42]trust me you do not want to go through the E coli.
[00:41:49]The doctor I said I want to go come I'm good
[00:41:52]come I ask the nurses many times come and we discussed it,
[00:41:56]the doctor would not release me without only
[00:42:01]against medical advice which we all

[00:42:04]know could put insurance in jeopardy, payments and jeopardy,
[00:42:09]my future going, so no matter how much I wanted
[00:42:14]to go come on my recollection is that I did contact in August
[00:42:18]but the bottom line with what Council Member Williams is
[00:42:21]saying once you get into that merry go round,
[00:42:24]I don't want to say medical facility
[00:42:27]and taking care of patient, you have
[00:42:31]no way of predicting what will come up next,
[00:42:34]or what will be the requirement,
[00:42:36]or something there that needs further investigation
[00:42:39]come in at that point you've already signed permission
[00:42:43]for them to do exactly what is necessary before discharge.
[00:42:48]To remove any discrepancies.
[00:42:51]So, there is no way to say well I
[00:42:55]gotta get back to the district, but I
[00:42:58]did get Ahold of, even my counsel got Ahold of coal,
[00:43:04]Mr. Cole who was confident, and we both
[00:43:10]assumed that he would be able to carry the message forward.
[00:43:15]And Council Member Shaw if you remember became very angry
[00:43:20]for me talking to you as you came to the parking lot and said
[00:43:25]you can't talk to me, so there's still confusion of who I could
[00:43:30]talk to who I could not contact who I could not talk to ,
[00:43:36]bottom line I gave it to our legal adviser and was well
[00:43:41]prepared to handle anything that he came back with,
[00:43:44]I didn't have anything that came back in on September 22nd I
[00:43:48]returned, I don't know what you expected me to do then.
[00:43:52]I was out of the hospital and finished
[00:43:54]coming back in working again.
[00:44:00]Period.
[00:44:24]>> Council member Shaw.
[00:44:25]I understand the seriousness of the council member,
[00:44:25]but I don't believe we need to evaluate the medical history we
[00:44:25]just need to determine whether the statutory requirements were
[00:44:25]met and with that I will make a motion to approve the motion as
[00:44:27]written.
[00:44:48]>> Second.
[00:44:49]So we have a first and a second.
[00:44:49]We call for a roll call vote.
[00:44:50]Council member Foley
[00:45:02][Roll Call] The motion carries four one.
[00:45:05]We'll move to item five to adjourn there's no further
[00:45:05]business for the special meeting we'll start at 6:30 p.m.
[00:45:05]Tonight.
[00:45:06]Thank you.
[00:45:45][End of Broadcast]

Minutes of Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency and Special Meeting of the Oakley Public Financing Authority held October 27, 2026

1) OPENING MATTERS

1.1 Call to Order and Roll Call

Mayor Henderson called the meeting to order at 6:30 p.m.

Mayor Henderson provided a statement summarizing the special meeting held before the regular meeting.

Roll Call: Councilmember Shaw, Councilmember Williams, Vice Mayor Meadows, and Mayor Henderson were present.

1.2 Pledge of Allegiance to the Flag

Mayor Henderson led the Pledge of Allegiance to the Flag.

1.3 Update from Contra Costa County Animal Services (Ben Winkleblack, Animal Services Director)

Ben Winkleblack provided an update on Contra Costa Animal Services.

Councilmember Williams asked questions; Mr. Winkleblack responded.

2) PUBLIC COMMENTS

Public comments were provided by Patty Bristow and Mike Walko.

3) COUNCILMEMBER COMMENTS

None

4) CONSENT CALENDAR

4.1 Approve Minutes from the Special Meeting held October 13, 2026 (Kim Snodgrass, City Clerk)

4.2 Approve Minutes from the Regular Meeting held October 13, 2026 (Kim Snodgrass, City Clerk)

4.3 Closed Session Report-Out Memo from the Special Meeting held October 13, 2026 (Derek Cole, City Attorney)

4.4 Closed Session Report-Out Memo from the Regular Meeting held October 13, 2026 (Derek Cole, City Attorney)

4.5 Waive the Second Reading and Adopt Ordinance No. 13-26 Amending Section 9.1.406 Titled Multiple Family Residential Districts (M-9; M-12; M-17; M-30) (Jose Cortez, Senior Planner)

4.6 Adopt a Resolution Appointing Vannessa Cendejas as Commissioner to the Contra Costa County Library Commission to Complete the Unexpired Term Ending June 30, 2029. (Kim Snodgrass, City Clerk)

4.7 Approval of Contract Amendment Number 1 with BSK Associates for Consulting Services for Materials Testing and Inspection Services Related to East Cypress Road Widening Project (Knightsen Avenue to CCWD Canal) Capital Improvement Project (CIP) No. 247 (Billilee Saengchalern, Public Works Director/City Engineer)

Councilmember Williams pulled item 4.6

It was moved by Vice Mayor Meadows and seconded by Councilmember Williams to approve the remainder of the Consent Calendar. **AYES:** Henderson, Meadows, Shaw, Williams **NOES**: None **RESULT:** Motion Carried 4-0

Item 4.6

Councilmember Williams noted that she pulled this item to express appreciation to Vannessa Cendejas for her willingness to serve.

It was moved by Councilmember Williams and seconded by Councilmember Shaw to adopt the resolution appointing Vannessa Cendejas as Oakley's Commissioner to the Contra Costa County Library Commission to complete the unexpired term ending June 30, 2029. **AYES:** Henderson, Meadows, Shaw, Williams **NOES**: None **RESULT:** Motion Carried 4-0

5) PUBLIC HEARINGS

None

6) REGULAR CALENDAR

6.1 Strategic Plan 27+ Update (Joshua McMurray, City Manager)

City Manager Joshua McMurray presented the staff report.

Councilmember Williams, Councilmember Shaw, Vice Mayor Meadows, and Mayor Henderson provided questions and comments; Mr. McMurray responded.

6.2 Adopt a Resolution for the Award of an Engineering Professional Services Consulting Agreement to Consor North America, Inc. for the Laurel Road Extension from Teton Road to Sellers Avenue - Capital Improvement Project (CIP) Number 273 (Billilee Saengchalern, Public Works Director/City Engineer)

Public Works Director/City Engineer Billilee Saengchalern presented the staff report and introduced Jason Jurrens and Robert Ferguson with Consor North America, Inc.

Mr. Jurrens, District Manager, provided an overview of the firm, followed by a project presentation from Mr. Ferguson, Project Manager.

Councilmember Williams and Vice Mayor Meadows provided questions and comments; Mr. Ferguson responded.

It was moved by Councilmember Williams and seconded by Vice Mayor Meadows to adopt the resolution approving a Professional Service Agreement with Consor North America, Inc. to provide Engineering Professional Services **AYES**: Henderson, Meadows, Shaw, Williams **NOES:** None **RESULT:** Motion Carried 4-0

6.3 Adopt a Resolution Directing Implementation of the Appointment Procedures Established by Oakley Municipal Code Section 2.1.007 to Fill the Vacancy in City Council District Five (Derek Cole, City Attorney)

City Attorney Derek Cole presented the staff report.

Councilmember Williams asked questions; Mr. Cole responded.

It was moved by Vice Mayor Meadows and seconded by Councilmember Williams to adopt the proposed resolution directing the City Clerk to implement the appointment procedures established by Oakley Municipal Code section 2.1.007 for the vacant District Five office. **AYES**: Henderson, Meadows, Shaw, Williams **NOES:** None **RESULT:** Motion Carried 4-0

7) REPORTS

7.1 City Manager

(a) City Manager

None

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 train platform groundbreaking ceremony, a Nextdoor meet and greet, a meeting with Summerlake residents, the Tri Delta Transit electric bus charger ribbon cutting, the Delta Schools Federal Credit Union student branch ribbon cutting, and the Cal Cities East Bay Division meeting.

Vice Mayor Meadows reported attending a Regional Transportation Planning Committee meeting, the Contra Costa Transportation Authority board meeting, the MCE meeting, and the train platform groundbreaking ceremony.

Councilmember Williams reported attending the train platform groundbreaking ceremony, the Delta Schools Federal Credit Union student branch ribbon cutting, and the Cal Cities East Bay Division meeting.

Mayor Henderson reported attending the train platform groundbreaking ceremony, Movie in the Park, the East Contra Costa Habitat Conservancy meeting, and the Delta Schools Federal Credit Union student branch ribbon cutting.

(b) Requests for Future Agendas

None

8) WORK SESSION

None

9) CLOSED SESSIONS

None

10) ADJOURN

There being no further business, the meeting was adjourned at 7:33 p.m. in honor of former Pittsburg Mayor Merl Craft.

Respectfully Submitted,

Kim Snodgrass
City Clerk

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[00:05:50][Captioner Present] .

[00:06:50][Gavel bangs]

[00:06:57]>> Good evening.

[00:06:58]This is a regular meeting of the joint meeting of the Oakley City

[00:07:01]Council Oakley city Council acting as the successor agency

[00:07:04]to the Oakley Redevelopment Agency.

[00:07:06]A special meeting of the Oakley Public Finance.

[00:07:10]This meeting is called to order at 6:30 p.m..

[00:07:15]At tonight's 530 special meeting --

[00:07:19]the City Council declare district five seat became

[00:07:23]vacant.

[00:07:23]Pursuant to California Law.

[00:07:26]Section 36513.

[00:07:29]Doctor Fuller no longer represents district five

[00:07:33]as a council member.

[00:07:35]He retains the same rights as any member

[00:07:37]of the public to attend and provide public comment.

[00:07:43]Later this regular meeting --

[00:07:46]item 6.3 -- will be heard from City Council will decide how

[00:07:50]to fill the vacancy for district five seat.

[00:07:53]With that, we will call roll.

[00:08:01][Roll call]

[00:08:08]>> Everybody please rise and join me in the Pledge

[00:08:10]of Allegiance.

[00:08:16]>> I pledge allegiance to the flag of the United States

[00:08:18]of America and to the Republic for which it stands,

[00:08:18]one nation under God, indivisible,

[00:08:19]with liberty and justice for all.

[00:08:36]>> Item 1.3.

[00:08:37]Receive update from Contra Costa animal control.

[00:08:39]Tonight we have the director Adam Whiplack.

[00:09:00]>> Thank you.

[00:09:01]Good evening mayor and Council.

[00:09:02]Staff.

[00:09:02]My name is Ben from Animal Services.

[00:09:05]County Contra Costa.

[00:09:07]We provide animal services for the city of Oakley.

[00:09:10]I'm here tonight to provide an update.

[00:09:13]We've had some changes at Animal services and how we do business.

[00:09:16]How it impacts you.

[00:09:18]First of all who we are.

[00:09:21]Not everyone understands what animal services is.

[00:09:24]Most people associate with animal control

[00:09:28]the trucks driving around here.

[00:09:30]We picked up deceased animals.

[00:09:34]We investigate animal bites.

[00:09:38]Perform a duty for the health department.

[00:09:40]Reinvestigate cruelty and neglect.

[00:09:42]Also operate an animal shelter.

[00:09:44]We impound 7000 animals a year.

[00:09:46]Most of these are stray.

[00:09:49]We have a full service hospital and surgery suite.

[00:09:54]We perform surgeries for feral cats.

[00:09:56]We perform surgeries for impounded animals.

[00:09:59]We perform surgeries for members of the public that are

[00:10:02]looking for low cost options.

[00:10:05]There's administrative staff included.

[00:10:08]This is also fiscal staff.

[00:10:10]Keeps us running.

[00:10:12]Community services.

[00:10:13]We do outreach.

[00:10:15]We've done outreach recently In your community.

[00:10:21]About 80 events a year.

[00:10:24]This year is going to be more.

[00:10:26]It includes our volunteers and services.

[00:10:29]These are the trends we are seeing.

[00:10:31]The largest graph here is animal intake.

[00:10:34]Last fiscal year fiscal year 25, 26.

[00:10:38]The most current data we have here.

[00:10:39]It was a decrease in animal intake over the previous year.

[00:10:45]The smaller right hand graph is field services.

[00:10:50]This is animal control activities.

[00:10:52]You notice a significant decrease in 24,

[00:10:54]25 compared to the previous year.

[00:10:56]A lot of that was actually changed dispatch provider.

[00:11:00]We've eliminated calls.

[00:11:02]We are seeing slightly lower trend this year.

[00:11:06]Deceased animal pickup.

[00:11:07]A very common thing.

[00:11:09]Especially out here.

[00:11:11]If you call us (Indistinct) we can come pick it up.

[00:11:17]We save a lot of those calls.

[00:11:18]The phone calls will hit my desk.

[00:11:23]This is how we serve your community.

[00:11:28]Investigation.

[00:11:29]Not just cruelty and neglect.

[00:11:31]A lot of bite investigation.

[00:11:34]They are vectors?

[00:11:36]They can communicate a disease.

[00:11:37]We investigate who that animal is.

[00:11:40]We quarantine with the health department

[00:11:42]to ensure the animal is and protect the community.

[00:11:45]Some of these are investigated potentially

[00:11:47]dangerous or dangerous animals.

[00:11:48]We want to make sure to keep the community safe.

[00:11:50]31% of activity out here is picking up stray animals.

[00:11:54]I'm sure they didn't surprise anyone.

[00:11:57]About a quarter of that is picking up deceased animals.

[00:12:00]We assist.

[00:12:01]A lot of those are helping other agencies such as local police

[00:12:05]department or fire.

[00:12:07]If somebody is in a car accident.

[00:12:09]They can't impound that car.

[00:12:15]There are some stats.

[00:12:18]We did a count of 287 animals of Oakley.

[00:12:22]Adopted 51 to your community.

[00:12:25]Reunited 30 of them with families.

[00:12:30]One thing that we looked at was our response times.

[00:12:36]Directly impact communities that are further.

[00:12:38]Such as Oakley.

[00:12:40]This is something we took on just about a year ago.

[00:12:44]We launched January of 2026.

[00:12:47]We looked at the nature of the calls coming in.

[00:12:51]We looked at our available staffing.

[00:12:53]We wanted to match that.

[00:12:55]We had appropriate staff responding to the correct calls.

[00:12:58]Priority ones.

[00:12:59]Animals that are a danger to society

[00:13:01]if they are running loose and aggressive.

[00:13:04]We want to respond quickly.

[00:13:05]Animals suffering.

[00:13:08]We went to address that as quickly as possible.

[00:13:12]The rest are bite investigations period things

[00:13:14]not as urgent a matter of.

[00:13:16]We dedicate staff specifically to respond priority one calls.

[00:13:21]That's about a third of them as you saw.

[00:13:24]The other two thirds Dubai investigations.

[00:13:30]That allows us to staff somebody.

[00:13:31]The same people in these communities for an entire year.

[00:13:35]They tend to know the community.

[00:13:37]More of a community policing model.

[00:13:40]It keeps people available to respond

[00:13:41]to priority one calls quickly.

[00:13:43]We did change shelter operations.

[00:13:45]Open seven days a week.

[00:13:47]That happened in March of this year.

[00:13:49]That has created accessibility for the community

[00:13:52]to come in and adopt.

[00:13:53]Come in and claim their animal.

[00:13:55]We have been previously closed Sundays and Mondays.

[00:13:58]We were finding a big increase in adoptions and animals

[00:14:02]being united with families.

[00:14:04]And field service model.

[00:14:08]What updating that field service model

[00:14:11]did for us look at the far right of this graph.

[00:14:14]Response times.

[00:14:15]We saw small decrease in response.

[00:14:18]In the number of calls.

[00:14:20]The impact on response time went from days and hours to minutes.

[00:14:25]It directly affects the community.

[00:14:28]This is priority one response time.

[00:14:30]The average response time was eight hours and 56 minutes.

[00:14:33]It's now down to 41.

[00:14:36]That is a little more in line with where we should be.

[00:14:40]We are continuing to look at this.

[00:14:43]We are going to be fine this come January.

[00:14:46]Next year.

[00:14:47]Now that we have data to look at.

[00:14:50]It serves the community better.

[00:14:55]Another area we have really focused on again in 25, 26 --

[00:15:01]I've been with the agency since May of 2024.

[00:15:03]One of the biggest complaints I heard

[00:15:05]was, we need to increase spay and neuter capacity.

[00:15:08]We increased it 27% that year.

[00:15:11]We've increased another 23% in fiscal year 24, 2526.

[00:15:16]We're looking to increase it even more.

[00:15:19]We just hired a new chief of shelter medicine this summer.

[00:15:23]They are currently a fellowship at UC Davis.

[00:15:27]Background is high volume spay and neuter.

[00:15:29]This is going to be something I look to see changing next year.

[00:15:34]Increasing even more.

[00:15:35]We also looked at the way we're utilizing our staff.

[00:15:39]The same way we look at services.

[00:15:41]The same thing with our medical staff.

[00:15:43]Just to create efficiencies without increasing cost.

[00:15:47]Another thing that really impacts the community.

[00:15:51]Certainly the animals.

[00:15:52]The amount of time the animal spent with us.

[00:15:56]We decreased that by another 14% in 2025.

[00:16:00]This is not by changing decisions.

[00:16:02]It changes how we make decisions.

[00:16:05]It's a multidisciplinary approach.

[00:16:08]They meet four times a week.

[00:16:10]Having all the players at the table at the same time

[00:16:12]allows us to right decisions and help animals faster.

[00:16:16]We also changed how we're staffing.

[00:16:19]We did increase positions.

[00:16:21]We looked at it differently.

[00:16:22]We use coordinator focused on dogs and cats.

[00:16:25]Those are the big drivers of intake at our shelter.

[00:16:27]To address specific needs and rescue groups.

[00:16:33]That decrease in length of stay comes down

[00:16:36]to the pathway planning.

[00:16:37]This is the multidisciplinary approach.

[00:16:41]It will be utilized.

[00:16:42]It's been really effective.

[00:16:44]It does a lot better job for the animals and save cost.

[00:16:48]Housing animals for a long period of time does drive costs.

[00:16:51]Everybody needs to be aware of it.

[00:16:55]We developed a new artificial intelligence tool called Genie.

[00:16:59]We created this based on the pathway planning team.

[00:17:03]It doesn't make decisions.

[00:17:05]It ensures things do not fall through the cracks.

[00:17:08]It allows us to identify challenges

[00:17:11]before they become a problem.

[00:17:12]We can change the trajectory on an animal

[00:17:14]if we are made aware of it.

[00:17:16]Little things.

[00:17:18]When I gained weight I did not notice it.

[00:17:20]It happened slowly.

[00:17:22]Changes in the animal's behavior.

[00:17:24]Sorry.

[00:17:24]I did not have a better way of describing that.

[00:17:29][Laughter] Change in animals behavior.

[00:17:33]They happen slowly.

[00:17:34]We might not notice this.

[00:17:35]We log behavior memos every day.

[00:17:37]This will notice a change.

[00:17:39]Will flag them before it becomes an issue.

[00:17:42]It allows us to intervene.

[00:17:44]It's leading to a better outcomes.

[00:17:47]It's not displacing the human element.

[00:17:51]It's just providing a safety net for decisions.

[00:17:55]Helping us make decisions faster.

[00:17:58]We are really leaning into increasing partnerships

[00:18:00]with 501 C3 rescue groups.

[00:18:02]We could not do it without them.

[00:18:06]They transfer animals out of our care.

[00:18:08]If we had to adopt our way out of the intake ourselves

[00:18:13]we wouldn't be able to do it successfully.

[00:18:15]We need those partner agencies.

[00:18:18]With the way that we've divided the coordinator positions,

[00:18:24]having a dog specific person and cat specific

[00:18:26]person has increased the number of animals

[00:18:28]we are able to transfer out.

[00:18:31]Those groups can offer after adoption support.

[00:18:34]In ways that the animal shelter never could.

[00:18:39]So far it's 96 off site community events

[00:18:44]so far this year we are going to break 100.

[00:18:46]Including a very large one in Oakley.

[00:18:49]Our second largest ever.

[00:18:51]This allows us.

[00:18:53]We serve a very large geographic area.

[00:18:55]Bringing the services to the people.

[00:18:58]I think it's really meaningful.

[00:19:00]We don't want to just be reactive.

[00:19:01]This is a way that we can be proactive.

[00:19:04]It creates adoptions.

[00:19:06]Increases access to veterinary care

[00:19:09]by bringing services to them.

[00:19:11]We partner with other agencies.

[00:19:13]Contra Costa Humane are at almost every event we do.

[00:19:17]It just allows us we identify issues.

[00:19:20]We figure out how to have a response.

[00:19:24]The Oakley clinic we did on August 9th,

[00:19:27]if anyone was there --

[00:19:29]I was.

[00:19:31]It was quite hot.

[00:19:32]It ended up being the second largest event we've ever done.

[00:19:36]481 pets were vaccinated and microchipped.

[00:19:39]That's a pretty significant day.

[00:19:41]That's all without cost.

[00:19:44]We use strategic partnerships to get the vaccines covered.

[00:19:48]A lot of the staff.

[00:19:49]We were really happy to be out there

[00:19:51]and work with the community.

[00:19:53]That was 246 families.

[00:19:56]Most of those were out of Oakley.

[00:19:59]We partnered with joy bound.

[00:20:01]We provide vaccines and microchips and veterinary care.

[00:20:03]They were able to provide pet food

[00:20:06]and a lot of flea prevention.

[00:20:11]Oops.

[00:20:12]I don't know if I did that.

[00:20:18]The last slide I have is just about wild life.

[00:20:24]Animal Services does not get involved with wildlife.

[00:20:31]The state has an agency that does that.

[00:20:34]They take a position this is nature at work.

[00:20:37]Animal services will get involved if there's

[00:20:40]a concern for rabies.

[00:20:41]A bite to a person or a bite to a domestic animal for a wild

[00:20:46]animal -- that's when you'll see us responding.

[00:20:48]I did want to make sure everybody

[00:20:51]has the resources available.

[00:20:52]This is something we all get calls on.

[00:20:55]I'm sure you guys get them as well.

[00:20:57]I just want any opportunity to give those other resources

[00:21:03]including the California Department of Fish and Wildlife

[00:21:06]recommendations -- keep it wild.

[00:21:11]That is all I brought for you.

[00:21:25]>> Any questions?

[00:21:25]Council member Williams.

[00:21:25]>> Thank you thank you for these numbers.

[00:21:25]Unfortunately, I'm included in several of those?

[00:21:27]Bite investigation.

[00:21:28]My kid got bit.

[00:21:29]I did also adopt a couple animals.

[00:21:34]I just have some questions.

[00:21:37]The spay and neuter is probably the largest impact

[00:21:41]we will all be able to make.

[00:21:43]I'm sure your numbers show that.

[00:21:45]Especially like affordable spay and neuter.

[00:21:48]I know you said you project it to go up even further.

[00:21:52]I know there's a shortage in veterinary.

[00:21:55]Do you think that 23% will be doubled this next year?

[00:21:58]Part one of my question.

[00:22:01]>> Replicated.

[00:22:02]Not double.

[00:22:05]>> Doubled from the year before.

[00:22:06]There's a point of diminishing returns.

[00:22:09]We do have to serve the animals that are impounded first.

[00:22:12]They must be spayed or neutered before they can return

[00:22:15]to their family or adopted out.

[00:22:20]We just sent most of our staff to dish veterinary technicians

[00:22:26]have a C requirement.

[00:22:28]Almost all of them this year are being

[00:22:32]sent to additional high volume high quality and high volume

[00:22:34]spay and neuter training.

[00:22:35]We invested in the facility?

[00:22:38]We bought updated equipment from we

[00:22:41]changed the layout of the room to create more flow.

[00:22:44]With the addition of the new Chief of Medicine --

[00:22:48]that is her background.

[00:22:49]That's specifically why we pursued her.

[00:22:53]We want to make sure we can have the biggest

[00:22:55]impact with that as possible.

[00:22:58]Prevention is worth a pound of cure.

[00:23:01]We certainly believe that.

[00:23:03]We see the impacts of pet overpopulation firsthand.

[00:23:08]Every day.

[00:23:09]We're leaning as hard as we can on that.

[00:23:12]There will be a point where we have reached capacity.

[00:23:15]All the people in that facility working in the medical division

[00:23:20]and surgery Division specifically --

[00:23:24]agree there's a little more juice left in that tank.

[00:23:30]We fulfill mandates for the cities and the county.

[00:23:36]That's not one of the mandates.

[00:23:38]We can't take our eyes off of what we are established to do --

[00:23:43]don't what you guys contact us for.

[00:23:47]That's empowering sick and injured animals.

[00:23:50]Sick and injured cats.

[00:23:51]We don't bring in healthy stray cats.

[00:23:54]It's likely your neighbor's cat down the street.

[00:23:57]Gets sick or injured, we have a mandate to fill that.

[00:24:01]Our hospital set up is full every day.

[00:24:06]There's always going to be a pool.

[00:24:10]We need to address that before we can work on the electing

[00:24:13]procedures.

[00:24:14]I can demonstrate why it's a good investment

[00:24:19]so the annual intake numbers come up we started

[00:24:22]really pushing spay and neuter.

[00:24:23]A lot of that was on cats.

[00:24:25]Given opportunity to really increase in that.

[00:24:29]That's where we saw the drop in animal intake.

[00:24:33]It works.

[00:24:33]It's not just a theory.

[00:24:35]We can demonstrate impacts.

[00:24:38]I don't want to make a promise that I can't fulfill.

[00:24:42]We've increased it year after year.

[00:24:45]We get to a point.

[00:24:48]The feedback we got from the staff that

[00:24:51]went to the high volume high quality spay and neuter

[00:24:54]training was we were almost there

[00:24:55]pretty much we should be the ones giving

[00:24:57]the training in the future.

[00:24:58]That might be an opportunity.

[00:25:00]We would like to do surgery.

[00:25:03]We currently do it five days a week.

[00:25:06]We would like to expand that.

[00:25:09]We really can't add additional staffing.

[00:25:12]That would be significant cost.

[00:25:14]I don't think it would be fair to ask.

[00:25:18]We want to be efficient with what we have.

[00:25:21]>> You mentioned you work with a lot of rescue partners

[00:25:25]and stuff.

[00:25:26]I witnessed that.

[00:25:27]Is the spay responsibility still with the shelter?

[00:25:31]Does that cost get passed on to the rescue partner?

[00:25:36]>> I would say 95% or more.

[00:25:39]We provide spay and neuter.

[00:25:41]We have to sweeten the deal for them to take these animals.

[00:25:45]We're asking them to not take highly adaptable animals.

[00:25:49]Sometimes we have to wheel and deal.

[00:25:50]Take this cute fluffy thing.

[00:25:53]This one is going to be a bit of a project.

[00:25:58]I don't know what the veterinary services are like in Oakley.

[00:26:02]If you try to get one for your pet right now,

[00:26:05]that would probably be a wait.

[00:26:07]We are seeing that industry wide.

[00:26:08]The one thing we can really do to make us a better partner

[00:26:13]is be able to offer spay and neuter for the pets.

[00:26:17]If we can't squeeze it in that day, we will basically say --

[00:26:21]next Tuesday you can bring it back.

[00:26:24]We the animal to get the appropriate care

[00:26:25]they can provide.

[00:26:26]We need to be able to market them .

[00:26:33]Our animals.

[00:26:35]>> I drove by.

[00:26:37]My grand dog was at the thing getting vaccinations.

[00:26:42]I drove by and saw how crazy it was.

[00:26:45]I think those numbers show.

[00:26:47]If you walk through your shelter -- it's a lot of big dogs.

[00:26:52]Typically the German Shepherds.

[00:26:54]Big dogs.

[00:26:57]People potentially get the dogs.

[00:26:59]These sandwiches spay or neuter is going to be for them.

[00:27:01]It is cost prohibitive.

[00:27:05]We are in a tight economic.

[00:27:07]I wonder if there's any sort of additional education or outreach

[00:27:12]that can happen in ACS things.

[00:27:17]>> We push it really hard.

[00:27:19]We gave a bunch of free spay and neuter at that.

[00:27:21]If an animal comes into our care --

[00:27:24]it's about $1,200 to get them out the door.

[00:27:27]Up our cost.

[00:27:29]If we can get in front of that and offer them spay something

[00:27:32]that will cost us very little and prevent an entire litter --

[00:27:36]even if only one of those came --

[00:27:38]it's still a better business model.

[00:27:40]There's a lot of education.

[00:27:42]Everybody that comes in .

[00:27:48]The upper right corner is our chief of Medicine and the hat.

[00:27:51]It was sunny and hot that day.

[00:27:55]The whole reason to spay and neuter.

[00:27:59]She both a career around spay and neuter educating.

[00:28:02]Making it accessible as possible.

[00:28:06]Access to veterinary care is a huge issue right now.

[00:28:09]And neuter.

[00:28:10]It's everything else.

[00:28:11]>> Thank you.

[00:28:12]One last question.

[00:28:13]The wildlife slide.

[00:28:15]You said you will come out if you just

[00:28:18]fit in a human or domestic animal mechanistic chickens

[00:28:22]consider domestic animals?

[00:28:24]>> That's a great question.

[00:28:26]Sometimes they're regulated as livestock.

[00:28:30]Urban farming.

[00:28:33]Rabies control in chickens.

[00:28:37]There's not a quarantine for chickens.

[00:28:41]I haven't seen it in the 26 years I've been doing this.

[00:28:45]Their approach a little differently than dogs or cats

[00:28:49]rabies is a mammal disease.

[00:29:04]>> If a fox was eating a chicken she come out and

[00:29:06]>> Wouldn't be a rabies situation.

[00:29:07]>> I had to get all the questions my neighbors asked me.

[00:29:09]Thank you I appreciate >> Thank you for your presentation.

[00:29:19]>> Thank you for having me.

[00:29:24]>> Item two.

[00:29:25]Public comment.

[00:29:25]We received public comment on items not on the agenda tonight

[00:29:25]or on consent calendar.

[00:29:25]I have a couple public speaker cards.

[00:29:27]If you wish speak before the Council

[00:29:29]I fill out a blue card in the lobby.

[00:29:31]You get three minutes .

[00:29:38]Watch the timer in front of my seat.

[00:29:45]In one minute it will be been turned yellow.

[00:29:47]If you're wishing to speak remotely comment please raise

[00:29:49]your hand .

[00:29:51]We call you in the order of speakers.

[00:29:53]First public speaker tonight will be Patti Bristow.

[00:30:19]>> Good evening Mayor Henderson and Oakley city Council members.

[00:30:22]My name is Patti Mantelli Bristow.

[00:30:22]I'm the chairman of the BBQ Union Cemetery.

[00:30:22]I have been on the board for 13 years.

[00:30:24]I'm also a LAFCo Commissioner for Special Districts.

[00:30:28]Can have been on that for five years.

[00:30:31]I'm also a member of an old farming

[00:30:36]family that has farmed in East County for over 100 years.

[00:30:42]I'm hoping you will allow me to be on your November City Council

[00:30:45]meeting agenda.

[00:30:51]I need to inform you about my concern

[00:30:56]with Supervisor Burgess's choice to not reappoint all three Union

[00:30:59]Cemetery board members.

[00:31:00]A long time trustees have managed the district's money

[00:31:03]in a fiscally responsible way.

[00:31:06]We purchased two properties to make

[00:31:09]sure Union Cemetery will be financially

[00:31:11]stable for the next 30 years.

[00:31:13]We are now in the middle of phase one of a $2.3 million

[00:31:17]reconstruction of the cemetery.

[00:31:24]To bring on new board members at this time would be disastrous.

[00:31:27]Burgess wants to remove us because we

[00:31:29]don't want to consolidate Union Cemetery with Alamo Lafayette

[00:31:33]Cemetery.

[00:31:34]Will be choosing board members who

[00:31:37]are willing to consolidate the cemeteries.

[00:31:42]So that your tax dollars will be spent on Alamo Lafayette

[00:31:47]$3.5 billion debt.

[00:31:50]Shockingly come with this consolidation

[00:31:53]can take place without any East County

[00:31:56]residents being aware of it.

[00:31:58]Not only have most of you not heard of the plan --

[00:32:01]you have no say.

[00:32:03]There is not going to be a vote.

[00:32:06]BBQ Union Cemetery includes fiber and Brentwood.

[00:32:11]The eastern portion of Oakley on Cypress Road.

[00:32:14]There's a lot of tax money that will

[00:32:16]be shared with Alamo Lafayette.

[00:32:18]It is up to us the constituents --

[00:32:22]to help get the word out to preserve Union Cemetery board

[00:32:27]as it is.

[00:32:29]I would truly appreciate your time at your November 10th City

[00:32:35]Council meeting.

[00:32:36]To give you more information about Supervisor Burgess's plan.

[00:32:42]I will welcome all of your input.

[00:32:44]I am more than willing at your meeting

[00:32:48]to answer anything and all questions.

[00:32:51]Thank you for your time.

[00:33:05]>> Our next speaker is Mike Waco.

[00:33:19]>> Thank you Mr. Mayor members of Council.

[00:33:21]I didn't have much time to prepare.

[00:33:21]It's not going to be as smooth as Patti

[00:33:21]was for my my BBQ remember I live in Knightsen.

[00:33:21]I've been on the board for four years now.

[00:33:22]As Patty said -- good management by the board and our cemetery

[00:33:30]manager -- we've done a pretty good job of keeping the place

[00:33:33]going.

[00:33:34]Building a bit of a financial reserve to buy more land.

[00:33:39]Improve facilities.

[00:33:42]Now what is apparently in the works

[00:33:45]is to replace a soul at the end of the year.

[00:33:47]Bring in different board members that

[00:33:50]are not against consolidation.

[00:33:54]Would take a lot of the money that people around here have all

[00:33:58]paid in for years to support the cemetery --

[00:34:01]have a place where people can be buried.

[00:34:04]And use it to correct all of the maintenance backlog

[00:34:09]in Alamo Lafayette.

[00:34:11]This was raised about two years ago.

[00:34:14]All of us that are on BBQ board objected.

[00:34:17]It didn't happen at the time.

[00:34:21]Now the supervisor had more time to formulate a better plan.

[00:34:27]That seems to be how she's going to do it.

[00:34:31]I would just like to make everyone aware of it.

[00:34:34]Ask for support to try to keep doing the good job

[00:34:37]that we've been doing out there.

[00:34:39]Thank you.

[00:34:56]>> Those are my only two speaker cards in the chamber.

[00:34:58]Was there anyone else who wished to speak?

[00:34:58]Do we have any hands raised online?

[00:34:58]>> No hands raised online.

[00:34:59]>> We will close public comment.

[00:35:01]We go to m three council members comments.

[00:35:05]Seeing no council members comments .

[00:35:11]We move to item four consent calendar.

[00:35:13]Move approval.

[00:35:30]>> I pull item 4.6?

[00:35:31]I will second approval. rest.

[00:35:31]Approval of the rest.

[00:35:31]Thank you.

[00:35:31]I will second that motion.

[00:35:32]>> We have a first and second.

[00:35:34]Can we have a roll call vote please?

[00:36:00][Roll call] We have a motion motion carries.

[00:36:06]>> I want to thank all the people who volunteered to serve

[00:36:09]in our Commission's.

[00:36:10]Especially one is important to the city of Oakland

[00:36:13]as a Contra Costa Library Commission.

[00:36:14]I just want to thank Vanessa for her want to do that.

[00:36:19]I think we should celebrate.

[00:36:21]That's why I pulled it out.

[00:36:23]I will move approval of this item.

[00:36:25]>> Second.

[00:36:26]>> We have a first and second.

[00:36:28]Can we have a roll call vote please.

[00:36:34][Roll call]

[00:36:37]>> Motion carries 4 to 0 item five public hearings.

[00:36:39]We have none we move to item six regular calendar.

[00:36:42]6.1.

[00:36:43]Strategic Plan 27 update.

[00:36:46]Mr. McMurray.

[00:36:48]>> Good evening Mr. Mayor.

[00:36:49]Mr. Vice Mayor.

[00:36:50]Members of the city Council.

[00:36:51]My pleasure to present our update

[00:36:53]for our Strategic plan 27 plus.

[00:36:56]This is the eighth update we've given the City

[00:36:59]Council since it has been adopted in April of 2022.

[00:37:03]It's a fairly robust strategic plan.

[00:37:07]We have 182 objectives within the plan.

[00:37:11]Just for the public's benefit and Council's benefit --

[00:37:14]we've completed 45 of those objectives.

[00:37:16]135 of them are in progress.

[00:37:20]Two have not yet started.

[00:37:22]The two that have not yet started

[00:37:24]are related to the second phase of our recreation center

[00:37:27]property.

[00:37:27]We do not have funding for that project.

[00:37:31]That's why they have not started.

[00:37:33]We've made significant progress over the last four plus

[00:37:37]years on the strategic plan.

[00:37:38]We have many projects under construction.

[00:37:45]In process or design or otherwise we have taken.

[00:37:48]With that I'm happy to answer any questions from the Council

[00:37:51]tonight.

[00:37:55]>> Council member Williams my only question is can you just

[00:37:58]highlight for the audience where they can also find the tracker?

[00:38:07]>> Strategic plan dashboard.

[00:38:09]Go to our website.

[00:38:17]It is under your government tab click on Strategic Plan scroll

[00:38:21]down and we have the dashboard.

[00:38:24]>> Thank you so much.

[00:38:33]>> Any other questions?

[00:38:34]Thank you for the update.

[00:38:35]We move to item six point.

[00:38:38]Any public comment on this item?

[00:38:41]Sorry I have got ahead of myself.

[00:38:44]Seeing none -- anybody on line?

[00:38:48]>> Nobody online.

[00:38:56][Indistinct conversation] Council member Shaw I

[00:38:58]am going to wait until public comment period

[00:39:01]this is a true testament to staff

[00:39:03]for seeing the amount of items on this comment

[00:39:06]how many that are completed and also in the works.

[00:39:09]Just goes to show all the things that you guys

[00:39:11]are doing all the time.

[00:39:12]I wanted to tell the staff.

[00:39:14]I know all of us up here feel the same.

[00:39:16]I really appreciate everything you guys do behind the scenes

[00:39:19]pretty much you make us look good every day.

[00:39:23]>> Vice Mayor Meadows.

[00:39:25]>> What council member Shaw left out is a huge chunk of those are

[00:39:28]going.

[00:39:28]They will never be completed.

[00:39:37]>> The only thing I would like to add --

[00:39:38]just as a working document.

[00:39:40]We put a lot of time into it in 2022.

[00:39:44]It's something that's going to take some time.

[00:39:47]Not tweaking it or doing anything.

[00:39:49]Moving forward with it.

[00:39:51]Definitely the direction we need to continue.

[00:39:53]Thank you.

[00:39:58]With that, we move to item 6.2.

[00:40:01]Adopt a resolution to award an engineering professional

[00:40:06]services consulting agreement .

[00:40:09]We will get our Public Works Director

[00:40:13]to introduce this for us.

[00:40:23]>> Good evening Mayor Henderson.

[00:40:25]Vice mayor Meadows.

[00:40:26]Council members.

[00:40:27]Members of the public.

[00:40:29]My name is Billy public works city engineer

[00:40:35]for the city of Oakley.

[00:40:37]This evening I'm pleased to present

[00:40:38]another important transportation infrastructure

[00:40:41]project that will help shape the future of our community.

[00:40:45]CIP 273 Laurel Road extension from Teton Road

[00:40:50]to Sellars Avenue.

[00:40:51]Laura Road continues to serve as the backbone of Oakley's Roadway

[00:40:56]network.

[00:40:56]And is one of only two primary connections to highway four

[00:41:00]in our city.

[00:41:01]Over the past decade the city has prioritized

[00:41:04]completing the four lane configuration of Laura

[00:41:08]from highway four to Main Street.

[00:41:11]By addressing gaps in a roadway infrastructure

[00:41:14]we've made significant improvements

[00:41:16]to mobility and safety for motorists common bicyclists

[00:41:20]and pedestrians.

[00:41:21]Building on that progress -- and consistent with our general plan

[00:41:26]and long range roadway plan -- we are now moving forward with

[00:41:30]a design phase of the lower road extension.

[00:41:33]Which includes a bridge over crossing

[00:41:37]the BNSF railroad tracks.

[00:41:40]This extension is important not only for Oakley residents.

[00:41:43]Also for neighboring unincorporated communities.

[00:41:46]Including Bethel Island.

[00:41:49]Sand Mount.

[00:41:50]Improving this corridor will help address the region's

[00:41:53]long term transportation needs.

[00:41:56]And support better connectivity throughout the area.

[00:41:59]Of the City Council budget retreat in April earlier this

[00:42:03]year -- all council members expressed support for funding

[00:42:07]the design phase of this project.

[00:42:09]Following that direction, our Public Works team

[00:42:12]began the work necessary to move the project forward.

[00:42:15]I want to take the time tonight to recognize our city public

[00:42:19]works staff from our Project manager.

[00:42:22]Senior Engineer Holly Habib for their efforts

[00:42:28]in reviewing previous project information gathering

[00:42:31]historical discussions and preparing the request

[00:42:34]for proposals initiated.

[00:42:36]Consultant selection process from a Habib and Mr. Will

[00:42:40]be working closely with the selected engineering consultant

[00:42:43]to bring this project forward in the coming years.

[00:42:46]The selected engineering consultant

[00:42:48]will help guide this project through several critical phases.

[00:42:52]Completing public outreach.

[00:42:54]Public outreach and engagement.

[00:42:57]Environmental documentation.

[00:42:59]Right of way acquisition?

[00:43:01]Utility and agency coordination.

[00:43:05]Engineering design.

[00:43:06]These efforts will establish the foundation

[00:43:08]for preparing a construction document needed

[00:43:11]to advance the project towards construction.

[00:43:14]Following a thorough evaluation of the four firms that submitted

[00:43:19]proposals --

[00:43:20]Reviewing Committee selected console

[00:43:22]for their demonstrated understanding of the project.

[00:43:26]The talented professionals and their project team.

[00:43:29]And their expertise working with the railroad.

[00:43:32]And the familiarity with the precise alignment assessment

[00:43:36]needed in 2022.

[00:43:39]This evening we have Project manager Robert Ferguson

[00:43:42]and principal in charge Jason here

[00:43:46]to present concert team and their approach

[00:43:49]to advancing the Lowell Road Extension Project

[00:43:51]through the design phase.

[00:43:52]With that I will turn it over to Robert and Jason

[00:43:56]for their presentation and the next steps

[00:43:58]for this important project.

[00:44:08]>> Good evening Mayor and Vice Mayor Council members and staff.

[00:44:10]My name is Jason Gerrans district manager

[00:44:14]for Council Engineers.

[00:44:15]Multidisciplinary engineering firm.

[00:44:17]Offices in Rancho Cordova and Walnut Creek.

[00:44:21]We specialize in projects just like this for local agencies.

[00:44:27]We primarily do road and bridge projects?

[00:44:31]This really lines up really well.

[00:44:32]We are very excited for this project.

[00:44:34]I'm going to turn it over to Rob Ferguson

[00:44:37]to give a technical presentation.

[00:44:38]Thank you.

[00:44:41]>> Thank you Jason.

[00:44:42]Thank you mayor.

[00:44:44]Council and staff.

[00:44:46]I appreciate the opportunity to present the project.

[00:44:51]I appreciate the fair consideration of the proposal.

[00:44:57]Okay.

[00:44:57]To give a little bit of history about the project.

[00:45:02]It didn't start this year.

[00:45:04]Can actually started with the general plan dating back

[00:45:07]to 2002.

[00:45:08]Just after the city incorporation.

[00:45:12]To extend Laurel road over the BNSF rail tracks.

[00:45:17]It's been 20 years in the works.

[00:45:20]A little bit more recently starting in 2022?

[00:45:24]Arkansas's former name was engineering.

[00:45:27]We were working with the city to develop the precise alignment.

[00:45:32]And came back in 2023.

[00:45:35]Provided some ground survey and some geotechnical

[00:45:38]recommendations as well -- to help preserve the parliamentary

[00:45:42]right of way for the project.

[00:45:45]These next actions moving forward

[00:45:48]will provide preliminary engineering.

[00:45:50]Environmental study.

[00:45:51]Final design.

[00:45:52]Right of way of acquisition.

[00:45:56]As Billy Lee had mentioned -- the purpose and need

[00:46:00]of the project is to give you a new East West connector.

[00:46:06]And alleviate traffic in some of the safety

[00:46:10]concerns at East Cypress Road.

[00:46:13]This new portion of Laurel road will extend up and over

[00:46:18]the BNSF railroad tracks.

[00:46:19]You won't have that conflict moving forward.

[00:46:22]It will provide safe passage for not only vehicles.

[00:46:26]Also bicycle lanes and pedestrians.

[00:46:31]Overall project will improve traffic circulation.

[00:46:35]Network redundancy.

[00:46:36]Emergency response access.

[00:46:38]Long term resiliency for the city.

[00:46:43]It also supports the growth and future mobility

[00:46:46]needs of the community.

[00:46:50]Here is the alignment itself that are from

[00:46:56]developed back in 2022.

[00:46:58]This is alternative to.

[00:47:00]It was approved by Council --

[00:47:04]I believe June of 2022.

[00:47:07]Our work moving forward will begin

[00:47:10]with this approved alignment.

[00:47:13]We are not starting over.

[00:47:14]We are not starting from scratch.

[00:47:17]We are refining and validating --

[00:47:19]advancing this approved corridor through environmental review

[00:47:22]and engineering design.

[00:47:28]We have broken the project up into three different phases

[00:47:34]phase one would be the project approval

[00:47:36]and environmental document project phase two would

[00:47:40]be final design phase three would be construction.

[00:47:43]Starting with phase one -- we have a fair amount

[00:47:47]of engineering studies to do.

[00:47:50]We will be bringing in our geotechnical engineering

[00:47:52]consultant Crawford to do foundation explorations?

[00:47:58]Subsurface exploration on site.

[00:48:00]We can figure out the foundation types for the bridge.

[00:48:04]Make sure pavement sections are thick enough.

[00:48:09]Our retaining walls will have the right support.

[00:48:12]They're also doing hazardous material testing

[00:48:14]as part of the environmental document.

[00:48:16]We brought in Faron Pierce to do a traffic study --

[00:48:21]which will be a full circulation study.

[00:48:25]Part of the environmental document

[00:48:27]will be reviewed by Air quality and VMT vehicle miles traveled.

[00:48:34]A very important part of the sequa process.

[00:48:36]We are hoping that we can show that having

[00:48:39]this additional access will actually

[00:48:41]reduce BMT for the city.

[00:48:44]We've also brought in Westwood Chemical used

[00:48:48]to be called O'dell surveys.

[00:48:50]They did this survey for the previous round.

[00:48:52]They've already have all the data they need.

[00:48:55]There's some additional development

[00:48:56]on the east side of the project.

[00:48:58]They will have to resurvey some of the work.

[00:49:01]They will also be updating their boundary surveys.

[00:49:04]They have a lot of good information to start with.

[00:49:07]Leading our environmental document

[00:49:09]technical studies and development is less a.

[00:49:14]I will get into that a little bit more.

[00:49:17]Some of the more important studies.

[00:49:20]We also called rail pros connect rail pros is a company built

[00:49:29]from former Dean SF and Union Pacific Railroad managers.

[00:49:35]They help for this exact scenario.

[00:49:38]You have a right of way from BNSF and Rail Connect they know

[00:49:44]how BNSF system works they know what steps you need to follow

[00:49:50]to make sure you are meeting all their needs I will get into that

[00:49:55]as well for that we also have calendar and associates and I

[00:50:02]will highlight here -- for leading community development

[00:50:08]and making sure the public is engaged in the project dash

[00:50:13]calendar is very familiar with city projects.

[00:50:17]They helped with the Oakley Regional Park project.

[00:50:20]And phase two during design would also

[00:50:23]provide landscape architecture plantain irrigation

[00:50:28]plans to make sure we're giving you something about maintenance

[00:50:32]right lastly, rounding out our team is RWS.

[00:50:38]They are right away appraisal and acquisition specialist.

[00:50:43]They are a real property firm.

[00:50:46]They'll be helping with the planning

[00:50:49]the land rights you need to build the project paramedic

[00:50:55]but do you want to speak babe little bit more about railroads

[00:51:00]and working with the NSF.

[00:51:01]There an underlying landowner for that corridor D NSF

[00:51:07]owns the tracks there's Amtrak passenger rail.

[00:51:11]Also freight along this active rail corridor.

[00:51:14]Everything we do with regards to the project

[00:51:18]has to go through BNSF for approval.

[00:51:21]Take care not only about construction.

[00:51:23]What kind of bridge are you putting in?

[00:51:26]What kind of delays are you going

[00:51:27]to cause during construction?

[00:51:28]Also about their long term corridor

[00:51:30]if they don't want to have a bridge that

[00:51:33]will congest your corridor and disallow them

[00:51:36]from future expansions and things like this.

[00:51:39]One of our first project steps will

[00:51:43]be engaging with our Subconsultant Rail Pros

[00:51:46]directly to be NSF Career starts application process.

[00:51:51]We have a 30% design review.

[00:51:54]They will come back at 95% or 100% estimate.

[00:52:00]We want to make sure all of the I's are dotted

[00:52:03]and T's are crossed I can give you

[00:52:05]an agreement for construction.

[00:52:07]There's also a long term maintenance aspect to that

[00:52:12]as well.

[00:52:13]The key thing for us as designers on a bridge designers

[00:52:19]--

[00:52:19]BNSF requires a 24.5ft vertical clearance from the bridge.

[00:52:25]That means the bridge has to be elevated a good amount.

[00:52:29]Part of our design include retaining walls

[00:52:31]and making sure we are meeting all those needs.

[00:52:37]I do want to highlight our confidence in rail pros

[00:52:41]throughout the project manager from Rail Pros

[00:52:43]who is going to be actively working on this project, used

[00:52:47]to be BNSF Railway Manager for this specific corridor.

[00:52:52]Knows his stuff.

[00:52:54]Getting into it a little bit more

[00:52:57]of an clearance and community engagement.

[00:53:00]First off is identifying -- let's talk about community

[00:53:05]engagement first off is identifying all the stakeholders

[00:53:08]with the public being a primary stakeholder in the project

[00:53:12]correct as I mentioned coming broad calendar and associates

[00:53:15]for public engagement.

[00:53:17]They will set up community meetings

[00:53:19]gather community input make sure the public's concerns are

[00:53:26]addressed through the project.

[00:53:30]When it comes to the environmental process,

[00:53:33]there are many technical studies.

[00:53:36]Have only listed a few here.

[00:53:38]Obviously, like any other project,

[00:53:40]biological resources will be studied extensively

[00:53:44]from a cultural resources will be studied extensively.

[00:53:47]I wanted to highlight that specifically for this project.

[00:53:51]Traffic and air quality.

[00:53:53]Noise.

[00:53:54]Community impacts.

[00:53:55]Visual considerations.

[00:53:58]Will be an important part.

[00:54:01]That's one of the parts of the environmental process

[00:54:03]that we are going to take very seriously.

[00:54:06]It will go through a public review period here I --

[00:54:18]weird finding a giant Sequoia and Nisswa joint (Indistinct)

[00:54:27]in order to engage readiness for future federal or state funding.

[00:54:31]We want to go through all of the Nepa process

[00:54:33]to make the project as ready as possible for

[00:54:35]potential competitive funding.

[00:54:48]This slide shows our leading bridge alternative.

[00:54:53]This is not the final bridge alternative.

[00:54:55]This is the most promising alternative to date.

[00:55:00]During the competitive proposal process,

[00:55:03]we were working with rail pros --

[00:55:06]trying to iron out all the potential issues that BNSF may

[00:55:11]have.

[00:55:11]This alternative came not only as an economical alternative,

[00:55:17]but one that can get through BNSF process

[00:55:21]as quickly as possible.

[00:55:24]Reduces impacts with the rail corridor, while also maintaining

[00:55:27]access to adjacent properties.

[00:55:29]I will show you what some of those adjacent properties

[00:55:31]are in a second here.

[00:55:33]Part of our job leading into the next few months

[00:55:39]will be coordinating this with BNSF.

[00:55:41]Engaging with the public.

[00:55:45]Making sure we develop a good 30% alternative

[00:55:48]to get ourselves off on the right foot.

[00:55:50]So that all the future phases go more smoothly.

[00:55:56]Some of the other considerations.

[00:55:59]I know as an engineer, we always have to talk about drainage.

[00:56:04]Is important here.

[00:56:06]There are two basins on the west.

[00:56:09]One new basin on the east.

[00:56:12]The basins on the west are owned by Contra Costa County flood

[00:56:16]control District.

[00:56:18]They manage overflow from Marsh Creek

[00:56:22]just down the road to the west.

[00:56:25]About a block or two.

[00:56:27]Another important stakeholder will be the Flood Control

[00:56:32]district in the county.

[00:56:33]Making sure this new project is not

[00:56:36]overflowing their drainage needs.

[00:56:37]We also have to be very serious about stormwater treatment using

[00:56:44]the county C3 requirements for stormwater treatment and water

[00:56:51]quality.

[00:56:52]I also have BNSF and Caltrans has stakeholders here.

[00:56:57]Early on in the presentation -- every step we take will adhere

[00:57:03]to state, federal, and local standards.

[00:57:06]As part of this team, our grant writing team knows,

[00:57:10]if we're not adhering to those standards,

[00:57:13]it makes the project less competitive from a standpoint.

[00:57:17]We're trying to use the local dollars as efficiently

[00:57:20]as possible to leverage you into a competitive position

[00:57:25]for future federal dollars for construction.

[00:57:34]What to expect from the project.

[00:57:37]As I mentioned earlier -- the initial preliminary

[00:57:43]investigations we'll start with a little bit more survey Geo

[00:57:47]technical field investigation which will help us Senator

[00:57:50]Foundation types .

[00:57:54]Coordinating with BNSF early getting

[00:57:55]going on these traffic studies.

[00:57:57]It's going to be important to both a sequel process

[00:58:03]for McKibben's care as well.

[00:58:06]They are the other party involved at the East crossing

[00:58:12]to make you able to show them we can relieve traffic at East

[00:58:14]Cypress -- they will be more apt to want to be involved and help

[00:58:21]directly develop this project.

[00:58:27]We will begin our utility investigations.

[00:58:31]We already have an idea of utilities that are out there.

[00:58:35]We will engage with all the neighboring utility companies

[00:58:39]to make sure we know where everything is

[00:58:41]and where it may need to be relocated to.

[00:58:44]We will begin the outreach and community input process.

[00:58:48]One of the big drivers going between preliminary design

[00:58:53]and final design will be city those bridge esthetics.

[00:58:57]Those details aren't just pretty pictures on the retaining walls.

[00:59:04]The actually incorporate into the structure.

[00:59:06]We need a good forward path to do that.

[00:59:09]All along the way --

[00:59:11]our grant writing team will be reviewing our project report

[00:59:15]during preliminary engineering into final design.

[00:59:20]To help us shape and craft grant funding applications.

[00:59:26]Find those different grant funding applications

[00:59:28]as they arise.

[00:59:30]In our experience the further along your project

[00:59:34]is closer to shovel ready you are the more

[00:59:37]competitive your project is.

[00:59:39]We don't the federal funding in the first year or first

[00:59:43]two years to build we are going to keep at it to get

[00:59:47]you that shovel ready project?

[00:59:48]When that funding source does become available to Dash

[00:59:51]we are ready for it.

[00:59:54]All of this leads into us performing

[00:59:59]the plans and specification productions for this city

[01:00:03]permit uploads along the way concluding the engineer's

[01:00:06]estimated cost as those develop.

[01:00:11]Some of the project outcomes I think as Billy Lee mentioned --

[01:00:18]getting about half a mile extension of Lowell Road from

[01:00:21]Teton to Sellars.

[01:00:23]Which is going to give you improved emergency access

[01:00:26]permission and evacuation routes.

[01:00:29]Overall, a safer corridor for traffic.

[01:00:31]Not just traffic.

[01:00:33]Also bicycles and pedestrians.

[01:00:36]It will improve emergency response.

[01:00:38]Reduce pressure on East Cypress Road.

[01:00:44]Ultimately -- project will strengthen

[01:00:46]Oakley's transportation network.

[01:00:48]And will position the city for future growth.

[01:00:53]As I mentioned all along the way,

[01:00:55]we're trying to position this project for competitive funding.

[01:01:00]Okay.

[01:01:01]If anybody has any questions or comments --

[01:01:07]I want to thank everybody for listening to this engineering

[01:01:10]spiel.

[01:01:11]I tried to keep as little engineering jargon as possible.

[01:01:16]Thank you.

[01:01:30]>> Council member Williams.

[01:01:32]>> I think you did a good job keeping the level where we

[01:01:32]needed it.

[01:01:32]I know the first thing people are going to want to know

[01:01:34]is when does the community input portion start?

[01:01:46]>> I think within the next six months --

[01:01:48]we are going to get going.

[01:01:48]We got to get the team set and have a contract in hand.

[01:01:50]At that point -- we can start putting together figures

[01:01:54]and slides.

[01:01:56]>> Awesome.

[01:01:57]Thank you.

[01:02:00]>> Any other questions?

[01:02:02]Do we have any public comment?

[01:02:06]Do we have anybody online?

[01:02:10]>> Nobody online mayor.

[01:02:12]>> I will move it back to council.

[01:02:26]>> I move approval.

[01:02:27]>> Vice mayor Meadows.

[01:02:33]>> I will second.

[01:02:34]I just want to say I'm glad to see this project moving forward.

[01:02:34]It's a project we definitely need

[01:02:34]in that area to move their traffic from east to west.

[01:02:37]>> We have first and a second.

[01:02:39]May I have a roll call vote please?

[01:02:53][Members voting]

[01:02:58]>> The motion carries four zero.

[01:02:59]>> Thank you.

[01:02:59]We will move to item 6.3.

[01:02:59]Adopt a resolution directing implementation

[01:02:59]for the appointment procedure to establish by Oakley Municipal

[01:03:03]code 2.1.007 to fill the vacancy of City Council District five.

[01:03:10]City Attorney Derek Cole for the staff report.

[01:03:15]>> I will be brief.

[01:03:17]District five has been declared by this council

[01:03:20]to be a vacant Council seat.

[01:03:22]Under the code that the mayor referenced,

[01:03:25]we have an appointment process.

[01:03:28]This action is simply to direct our city clerk and city

[01:03:32]administration to conduct the process and follow the code.

[01:03:39]That is my piece of this as far as the logistics

[01:03:43]and how we do it.

[01:03:45]That is outlined in our code.

[01:03:47]I believe we've done it.

[01:03:50]Since 2010.

[01:03:51]I think we've done it 2 or 3 times.

[01:03:55]The item is before you.

[01:03:58]The other option.

[01:03:59]You do have an option to call a special election.

[01:04:05]That's not presented to you as a resolution.

[01:04:07]For some reason tonight you felt you did not want to appoint --

[01:04:11]you could direct staff to bring a resolution to call a special

[01:04:15]election.

[01:04:15]I don't know the cost of that off the top of my head.

[01:04:19]That's information we could get from the elections office.

[01:04:22]It is probably well into the six figures.

[01:04:27]Certainly more than 100,000 I would assume.

[01:04:29]Just because you would be calling

[01:04:31]an election and an off cycle special election.

[01:04:34]I'm happy to answer any questions.

[01:04:38]>> Questions for staff.

[01:04:41]Council member Williams.

[01:04:45]>> If we direct you to take the city clerk to take this action,

[01:04:49]what is the length of the term?

[01:04:52]Is there any changes to which?

[01:04:53]Is it the existing term?

[01:04:56]>> There's two years left.

[01:04:58]A little over two years left on district five.

[01:05:00]Whoever is appointed would be appointed for the remainder

[01:05:03]of the >> Great.

[01:05:17]Thank you.

[01:05:18]>> Seeing no further questions --

[01:05:18]I do not have any public speaker cards.

[01:05:18]Anybody wish to speak on this?

[01:05:18]Do we have anybody online that wishes to speak?

[01:05:20]>> There's nobody online.

[01:05:21]>> Thank you.

[01:05:22]I'll bring it back to the council.

[01:05:24]Vice mayor Meadows.

[01:05:26]>> I move approval of moving forward with filling the vacant

[01:05:31]position.

[01:05:32]>> Second.

[01:05:34]It was me.

[01:05:35]I was first.

[01:05:37]With a first and two seconds.

[01:05:39]Can we have a roll call vote please?

[01:05:55][Members voting]

[01:06:01]>> The motion carries four zero.

[01:06:02]>> Moving to item seven reports 7.1 City Manager's Report.

[01:06:02]Good evening again.

[01:06:03]I do not have anything to report on this evening.

[01:06:16]>> Moving to 7.2.

[01:06:17]City Council reports for boards and agencies.

[01:06:19]Council member >> Since the last meeting

[01:06:25]I attended the groundbreaking for the train platform.

[01:06:27]I went to the next door meet and greet.

[01:06:27]I met with some residents out in Summer Lake.

[01:06:27]I did a ribbon cutting for the tri Delta Transit electric bus

[01:06:30]charger.

[01:06:31]The new ones that we have received.

[01:06:33]Ribbon cutting for the Delta Schools Credit Union Student

[01:06:37]branch.

[01:06:37]The first student branch and Contra Costa County.

[01:06:41]Freedom High School.

[01:06:42]Pretty cool.

[01:06:43]I did a Cassidy's East Bay Division meeting at the Oakland

[01:06:47]Roots Training Facility.

[01:06:49]That is it.

[01:06:52]>> Council member Meadows.

[01:06:54]Vice mayor Meadows.

[01:07:15]>>

[01:07:16]>> I attended rt PC meeting at Cty a contra County

[01:07:16]Transportation Authority on transportation expenditure plan

[01:07:18]we are working on -- to extend measure J.

[01:07:26]After that hour and a half meeting I attended a board

[01:07:33]meeting.

[01:07:33]Also attended a meeting.

[01:07:33]Then I was at the groundbreaking for the train platform.

[01:07:33]>> Council Williams.

[01:07:35]>> I know this is shocking.

[01:07:36]Mine is so short tonight.

[01:07:38]I also attended the groundbreaking

[01:07:40]for our new train station platform.

[01:07:43]Incredible.

[01:07:44]I got really excited about all the transportation

[01:07:46]options that are coming.

[01:07:48]Look for that to actually be in fruition.

[01:07:52]I also got to attend the ribbon cutting for the desert schools

[01:07:55]Federal Credit Union on the Freedom High School campus.

[01:07:58]Incredible opportunity for our students

[01:08:00]to teach them financial security.

[01:08:03]Super exciting.

[01:08:05]Then I went to the Cal Cities Division

[01:08:07]meeting which is at the Oakland Roots Training Facility.

[01:08:11]Guy from KQED what's your perspective that

[01:08:17]coming ballot measures super interesting that's it.

[01:08:36]>> Since our last meeting, who attended the train station

[01:08:36]around the breaking and moving in the park.

[01:08:36]Another nice turnout.

[01:08:36]Staff did a great job on that East Contra Costa had that

[01:08:39]conservative meeting on the 19th.

[01:08:41]I was also part of the ribbon cutting at Freedom High School.

[01:08:47]The credit union on campus great turnout there.

[01:08:51]We will move to 7.2 B. Any future agenda items?

[01:08:58]Seeing none --

[01:09:16]>> Do we need to do anything about what Patti Bristow asked?

[01:09:18]Is that something we want to have on our agenda?

[01:09:18]It affects the eastern portion of our district.

[01:09:18]>> I don't know that they're necessarily needs to be a future

[01:09:19]agenda item.

[01:09:20]We can get a hold of Patti and schedule the November 10th

[01:09:23]meeting.

[01:09:24]>> Thank you.

[01:09:40]>> Seeing no agenda items to no work sessions.

[01:09:42]No session tonight.

[01:09:42]I adjourn the meeting. you.

[01:09:42]>> Sorry.

[01:09:42]Former in Pittsburgh passed yesterday.

[01:09:42]Can we close meeting in her >> For short.

[01:09:43]>> Thank you.

[01:09:44]>> With that we will adjourn.

[01:09:45]Thank you.

STAFF REPORT

OAKLEY
CALIFORNIA

Approved and Forwarded to the City Council

DATE: November 10, 2026
TO: Joshua McMurray, City Manager
FROM: Kim Snodgrass, City Clerk
SUBJECT: Announcement of Vacancy and Invitation for Applications to Fill the Vacancy in City Council District 5

Background and Analysis

At its October 27, 2026 Special meeting, the City Council adopted resolution No. 84-26 formally declaring a vacancy in the office of District 5 pursuant to California Government Code section 36513.

Subsequently, at its October 27, 2026 regular meeting, the City Council adopted resolution No. 88-26 directing the City Clerk to initiate the recruitment and appointment procedures established by Oakley Municipal Code (OMC) section 2.1.007.

Pursuant to OMC Section 2.1.007 the City Clerk is required to publish an Announcement of Vacancy, invite applications, and allow a submission window of at least thirty (30) calendar days from the date of posting.

All required notice actions have been completed as outlined below:

1. Posted to the City Website	Completed on October 28, 2026
2. Delivered to Official Legal Newspaper	Delivered October 28, 2026
3. Sent to Agenda Email Distribution List	Distributed on November 5, 2026
4. Placed on Consent Calendar of Next Council Meeting	Included on November 10, 2026 Agenda

In addition, although not required, the announcement was posted on Facebook, Instagram and NextDoor on October 28, 2026, and included in the *Oakley Outreach* e-newsletter on October 29, 2026.

Consistency with the Oakley Strategic Plan 27+

The appointment is consistent with the City's Community and Collaborative Partnerships Goal.

Fiscal Impact

None

Staff Recommendation

Staff recommends that the City Council accept the Notice of Vacancy for District Five.

Attachments

1. Notice of Vacancy and Invitation for Applications

FOR IMMEDIATE RELEASE

City of Oakley Seeks Applicants to Fill Vacancy on the Oakley City Council

The City of Oakley invites interested residents who live in District 5 to apply to serve on the Oakley City Council. The City Council will appoint one member to fill an open vacancy during its regular meeting on Tuesday, December 8, 2026, at 6:30 p.m. at Oakley City Hall (3231 Main Street, Oakley, CA). All applicants must attend the December 8th meeting in person to be interviewed by the City Council.

Applicants must be registered voters, reside within District 5 in the City of Oakley, and be at least 18 years of age to be considered for appointment to the City Council. The appointed term will expire in November 2028.

Applications are available online by visiting the City's website at www.oakleyca.gov/276/City-Council, in person at City Hall, or by emailing the City Clerk at snodgrass@ci.oakley.ca.us.

Deadline: Completed applications must be submitted by 12:00 p.m. on Monday, November 30, 2026. Early submittals are strongly encouraged.

Upon appointment, the selected candidate must file a Conflict-of-Interest disclosure statement (Form 700) and complete two hours of certified Ethics Training (in accordance with AB 1234), two hours of certified Anti-Harassment Training (in accordance with AB 1661) and two hours of Fiscal and Financial Management Training (in accordance with SB 827).

Regular City Council meetings are held twice monthly on the 2nd and 4th Tuesdays, (with only one meeting in July, August, November and December on the 2nd Tuesday). Special and emergency meetings may also be called with minimal notice for more urgent items. In addition to Council meetings, members represent Oakley on regional and county boards, commissions, and committees, and attend local community functions and training sessions held during weekdays, evenings, and weekends.

Councilmembers receive a nominal monthly stipend. The position does not include health, dental or retirement benefits.

STAFF REPORT

OAKLEY
CALIFORNIA

DATE: November 10, 2026
TO: Joshua McMurray, City Manager
FROM: Jeri Tejeda, Administrative Service Director
SUBJECT: City of Oakley Quarterly Investment Report (1st Quarter FY 26/27)

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 22 - 24 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 September 30, 2026, attached shows a combined pool balance of $100,121,724. In the first quarter, the pool accrued interest earnings totaling $697,841, an increase from $676,532 at the close of the previous quarter.

Our investments continue to yield interest at the purchase cost rate, averaging 3.97% for the quarter ending September 30, 2026, as detailed in the PFM investment report.

Staff Recommendation

Staff recommends the City Council accept the investment report for the 1st Quarter of Fiscal Year 2026-2027.

Attachments

1. City of Oakley Investment Report for the quarter ended September 30, 2026
2. FY 2027 City Investment Worksheet

pfm asset management

City of Oakley

Investment Performance Review
For the Quarter Ended September 30, 2026

Client Management Team

Allison Kaune, Relationship Manager
Rachael Miller, Client Consultant

PFM Asset Management
A division of U.S. Bancorp Asset Management, Inc

1 California Street Ste. 1000
San Francisco, CA 94111-5411
415-393-7270

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

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Market Summary

Summary

- Persistent inflation, resilient consumer activity, and escalating geopolitical risks shaped Q3. Oil prices rose sharply in July while renewed conflict-related uncertainty contributed to higher bond market volatility. Despite these risks, domestic demand remained firm, supported by consumer spending and continued investment in technology, software, and AI infrastructure.
- The quarter marked an important shift in Federal Reserve (Fed) policy. The Federal Open Market Committee (FOMC) held rates unchanged in July despite divided views among members. Still, limited progress on inflation strengthened the case for tightening. In September, the FOMC unanimously raised its target range by 25 basis points to 3.75% to 4.00%, its first increase since July 2023.
- Our base case now includes at least one additional hike in 2026, with risks skewed toward further tightening. However, markets reflect a more aggressive path than our expectations, creating opportunities in shorter-duration securities. We remain neutral on the long end amid heavy Treasury issuance, expanding fiscal deficits, and rising term premia.

Economic Snapshot

- Inflation remained the central challenge with limited progress toward the Fed's 2% target. Higher energy prices continue to impact headline inflation while elevated core measures and rising business costs increased the risk pressures could broaden. Resilient growth and a labor market broadly consistent with full employment gave policymakers confidence the economy could withstand tighter policy, allowing the Fed to firmly focus on price stability.
- Economic growth remained resilient and was increasingly supported by business investment. Q2 real GDP growth was revised higher to 2.2%, with technology investment contributing approximately 0.4 percentage points as firms invested in information-processing equipment, software, and related infrastructure. This spending supported domestic demand and potential productivity growth. At the same time, related financing and infrastructure needs contributed to heavier corporate issuance and inflationary pressures in select areas.
- Consumer spending remained strong, although its durability became less certain. Slower job creation, and moderating wage and income growth may weigh on purchasing power. With consumer spending outpacing income growth, the savings rate continues to fall. Higher energy costs also add another source of pressure.
- The labor market remained stable as the "low hire, low fire" theme continued. The unemployment rate remained near historic lows at 4.2%, and the three-month average of 51,000 new jobs remained broadly consistent with the breakeven rate needed to keep the unemployment rate unchanged.

Interest Rates

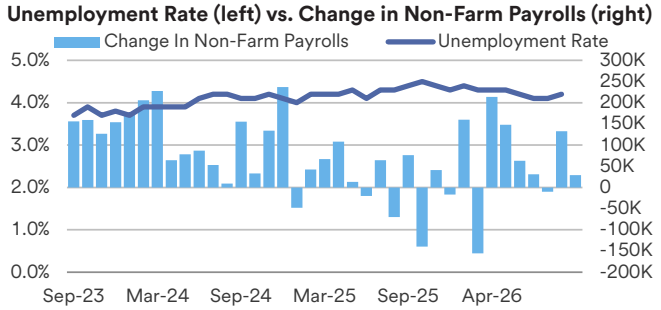
- Persistent inflation, resilient economic activity, and a more hawkish Fed led markets to price a higher policy path pushing U.S. Treasury yields higher. The September rate hike accelerated the increase, with intermediate- and longer-term yields reaching their highest levels in decades.
- The 3-month Treasury ended the quarter at 4.11%, an increase of 30 basis points (bps). The 2-, 5-, 10-, and 30-year Treasuries ended at 4.89%, 5.09%, 5.28%, and 5.63%, representing increases of 72, 86, 81, and 68 bps, respectively.
- Rising yields weighed heavily on longer-duration securities. The ICE BofA 3-month, 2-, 5-, and 10-year U.S. Treasury indices returned +0.89%, -0.24%, -2.70%, and -5.17%, respectively. Income cushioned the impact, but shorter-maturity securities outperformed as the yield curve shifted higher.

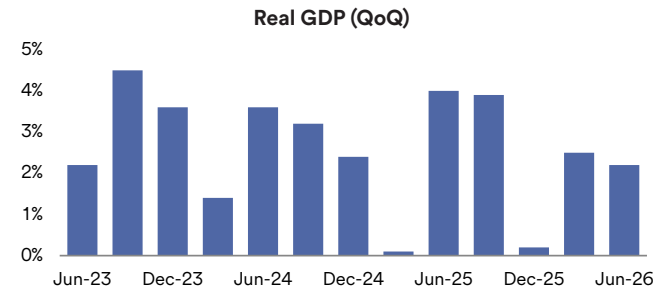
Sector Performance

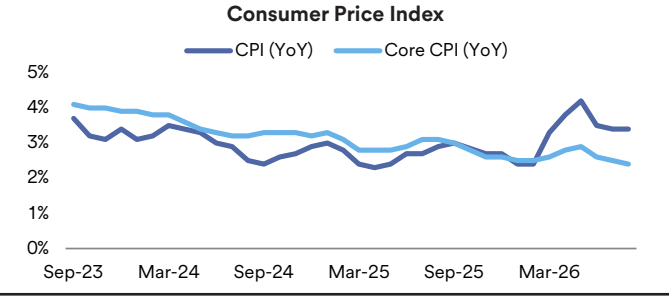
- Spread sector performance was mixed as strong fundamentals and investor demand competed with higher rates, increased volatility, and rich valuations. Sector and security selection took on increasing importance in Q3.
- Federal agency and supranational issuance remained limited, keeping spreads near historically tight levels and constraining excess-return opportunities.
- Investment-grade (IG) corporate bonds were supported by healthy fundamentals and strong demand, although elevated issuance and rich valuations limited further spread compression. September's wider spreads improved entry points, but we remain cautious and selective.
- AAA-rated asset-backed securities benefited from resilient consumer fundamentals and favorable collateral performance. However, stretched valuations support selectivity and allow allocations to decline through natural paydowns.
- Agency MBS came under pressure as higher mortgage rates and interest-rate volatility weighed on the sector, particularly in September. Although valuations improved, near-term risks remain skewed to the downside. We remain defensive while preserving flexibility to pursue future opportunities.
- Agency CMBS was more resilient earlier in the quarter but weakened as rates and volatility rose at the end of the quarter. Favorable structures and limited extension risk provide support, although rate uncertainty warrants selectivity.
- Market pricing appears to reflect more aggressive Fed tightening than our base case, which we believe continues to present attractive buying opportunities for shorter-duration securities. We remain neutral on the long end of the curve as expanding fiscal deficits, heavy issuance, and rising term premia present increased risks.

Economic Snapshot

Labor Market	Latest		Mar-26	Jun-25
Unemployment Rate	Sep-26	4.2%	4.2%	4.4%
Change In Non-Farm Payrolls	Sep-26	29,000	31,000	76,000
Average Hourly Earnings (YoY)	Sep-26	3.0%	3.4%	3.8%
Personal Income (YoY)	Aug-26	4.3%	4.7%	5.4%
Initial Jobless Claims (week)	10/3/26	197,000	217,000	225,000
Growth				
Real GDP (QoQ SAAR)	2026Q2	2.2%	2.5%[1]	4.0%[2]
GDP Personal Consumption (QoQ SAAR)	2026Q2	3.8%	0.7%[1]	2.1%[2]
Retail Sales (YoY)	Aug-26	5.4%	5.9%	3.8%
ISM Manufacturing Survey (month)	Sep-26	54.5	53.3	48.9
Existing Home Sales SAAR (month)	Aug-26	3.98 mil.	4.13 mil.	4.08 mil.
Inflation/Prices				
Personal Consumption Expenditures (YoY)	Aug-26	3.4%	3.5%	2.8%
Consumer Price Index (YoY)	Aug-26	3.4%	3.5%	3.0%
Consumer Price Index Core (YoY)	Aug-26	2.4%	2.6%	3.0%
Crude Oil Futures (WTI, per barrel)	Sep 30	$90.42	$69.50	$62.37
Gold Futures (oz.)	Sep 30	$4,156	$4,039	$3,841



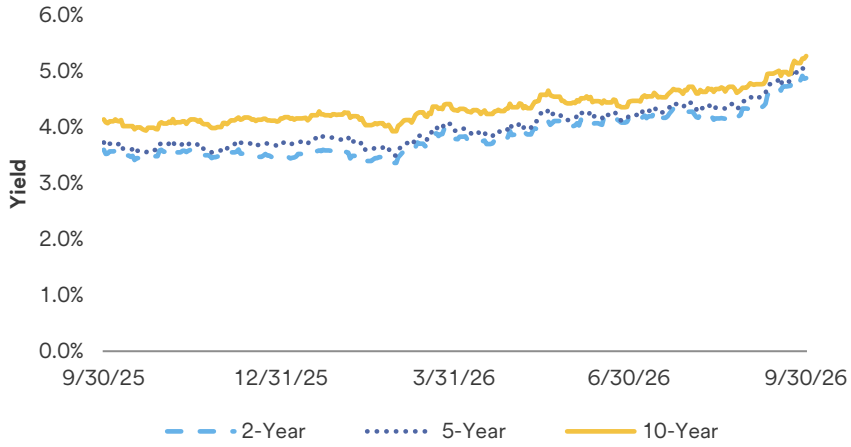




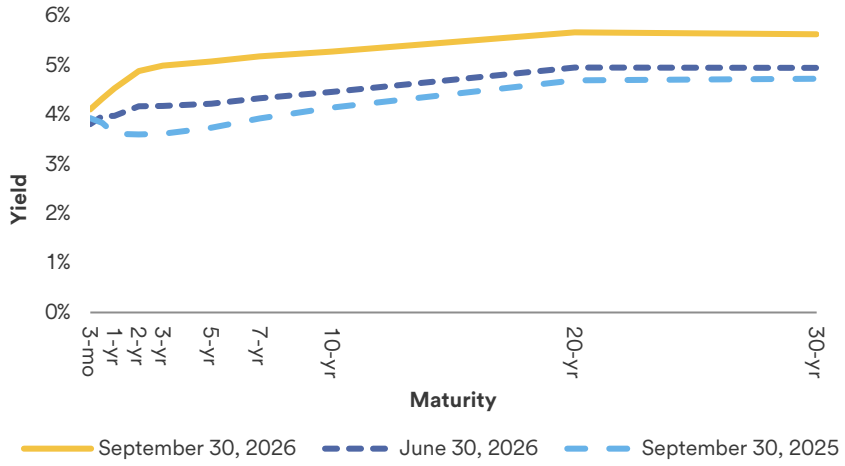
1. Data as of First Quarter 2025.
2. Data as of Fourth Quarter 2025.
Note: YoY = year-over-year, QoQ = quarter-over-quarter, SAAR = seasonally adjusted annual rate, WTI = West Texas Intermediate crude oil.
Source: Bloomberg Finance L.P.

Interest Rate Overview

U.S. Treasury Note Yields



U.S. Treasury Yield Curve

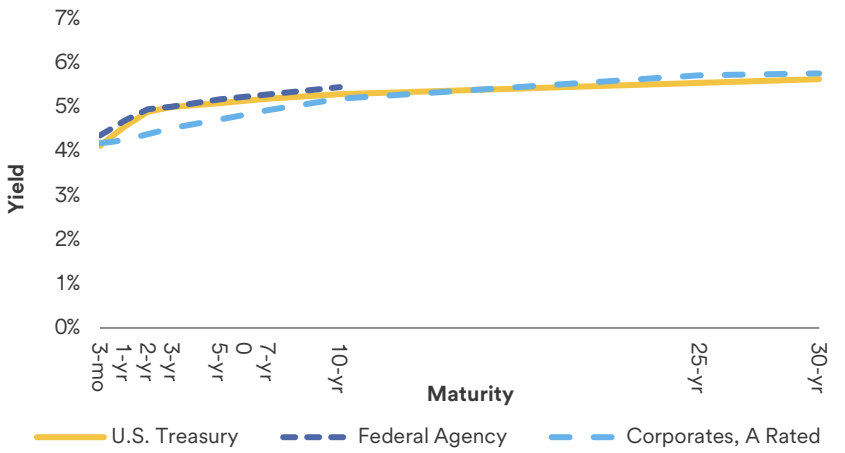


U.S. Treasury Yields

Maturity	Sep-26	Jun-26	Change over Quarter	Sep-25	Change over Year
3-Month	4.11%	3.81%	0.30%	3.93%	0.18%
1-Year	4.54%	3.97%	0.57%	3.61%	0.93%
2-Year	4.89%	4.17%	0.72%	3.61%	1.28%
5-Year	5.09%	4.23%	0.86%	3.74%	1.35%
10-Year	5.28%	4.47%	0.81%	4.15%	1.13%
30-Year	5.63%	4.95%	0.68%	4.73%	0.90%

Source: Bloomberg Finance L.P.

Yield Curves as of September 30, 2026



ICE BofA Index Returns

	As of 09/30/2026		Returns for Periods ended 09/30/2026		
September 30, 2026	**Duration**	**Yield**	**3 Month**	**1 Year**	**3 Years**
1-3 Year Indices					
U.S. Treasury	1.80	4.84%	(0.13%)	1.67%	4.07%
Federal Agency	1.71	4.87%	(0.11%)	1.87%	4.17%
U.S. Corporates, A-AAA rated	1.86	5.27%	(0.20%)	2.07%	4.92%
Agency MBS (0 to 3 years)	1.85	5.40%	(0.49%)	2.09%	4.67%
Taxable Municipals	1.70	5.16%	(0.25%)	2.12%	4.65%
1-5 Year Indices					
U.S. Treasury	2.50	4.92%	(0.82%)	0.72%	3.94%
Federal Agency	2.41	4.96%	(0.82%)	0.93%	4.00%
U.S. Corporates, A-AAA rated	2.66	5.43%	(1.04%)	1.00%	5.00%
Agency MBS (0 to 5 years)	3.34	5.55%	(1.96%)	0.49%	4.99%
Taxable Municipals	2.39	5.31%	(1.04%)	1.24%	4.47%
Master Indices (Maturities 1 Year or Greater)					
U.S. Treasury	5.73	5.14%	(3.15%)	(2.01%)	3.15%
Federal Agency	3.39	5.06%	(1.67%)	0.15%	4.04%
U.S. Corporates, A-AAA rated	6.30	5.87%	(3.87%)	(2.36%)	4.60%
Agency MBS (0 to 30 years)	5.93	5.89%	(4.14%)	(1.48%)	4.55%
Taxable Municipals	8.34	6.08%	(5.28%)	(2.98%)	4.03%

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.

The views expressed within this material constitute the perspective and judgment of U.S. Bancorp Asset Management, Inc. at the time of distribution and are subject to change. Any forecast, projection, or prediction of the market, the economy, economic trends, and equity or fixed-income markets are based upon current opinion as of the date of issue and are also subject to change. Opinions and data presented are not necessarily indicative of future events or expected performance. Information contained herein is based on data obtained from recognized statistical services, issuer reports or communications, or other sources, believed to be reliable. No representation is made as to its accuracy or completeness.

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NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

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Portfolio Review:
CITY OF OAKLEY

Certificate of Compliance

During the reporting period for the quarter ended September 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	September 30, 2026
CAMP Managed Account	$32,621,431
CAMP Pool	$28,329
Amortized Cost	$33,178,658
Market Value	$32,621,431
Accrued Interest	$288,101
Cash	$0

Analytics[1]	September 30, 2026
Yield at Market	4.86%
Yield on Cost	4.19%
Portfolio Duration	2.11
CAMP Pool7-Day Yield	3.97%

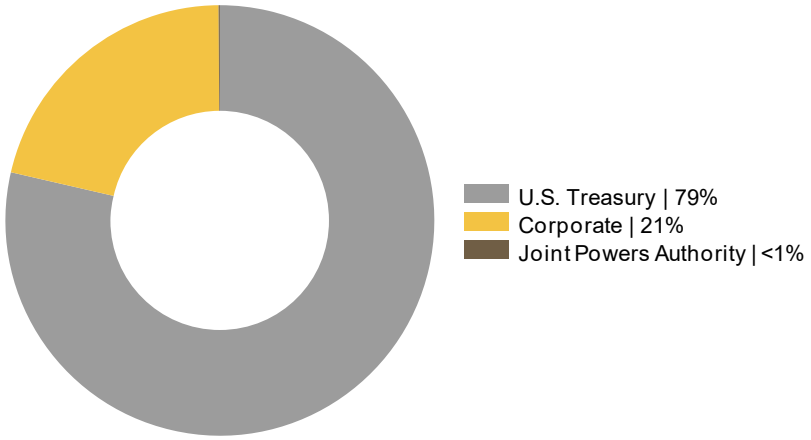
1. *Yield at market, yield on cost, and portfolio duration only include investments held within the separately managed account(s), excludes balances invested in overnight funds.*
2. *The current 7-day yield is the net change, exclusive of capital changes and income other than investment income, in the 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

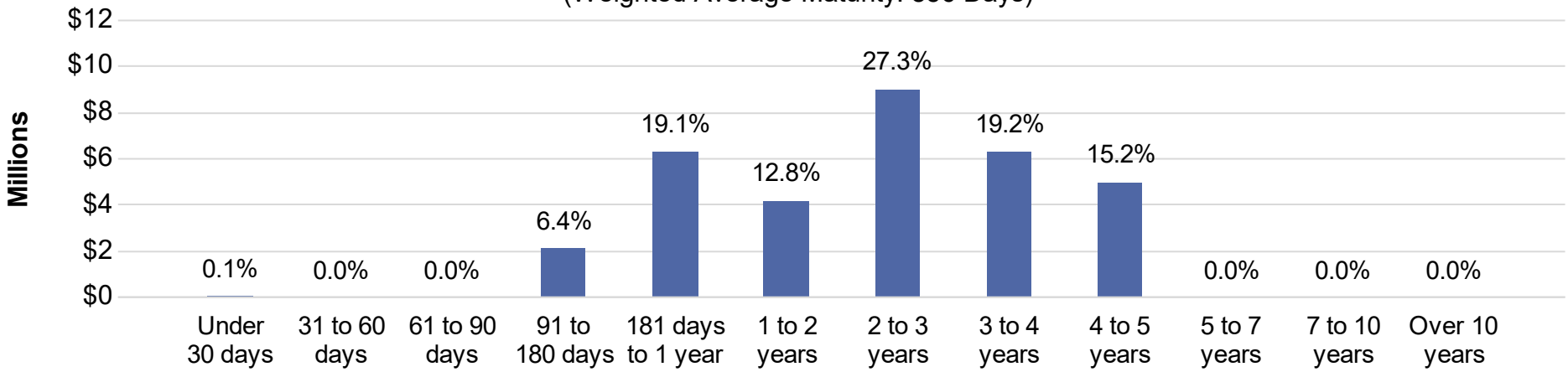
CAMP Managed Account	$32,909,532
CAMP Pool	$28,329
Total Program	**$32,937,861**

Sector Allocation



Maturity Distribution

(Weighted Average Maturity: 856 Days)



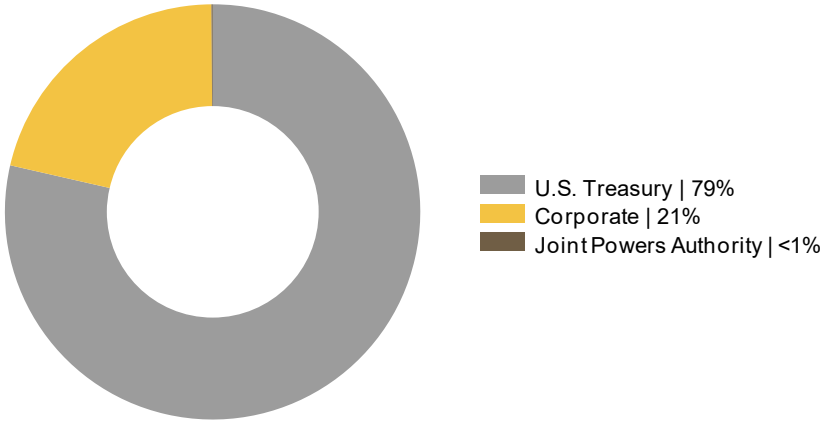
1. Account summary and sector allocation include market values, accrued interest, and overnight balances. Maturity distribution includes market values and excludes accrued interest and overnight balances

Portfolio Snapshot - CITY OF OAKLEY[1]

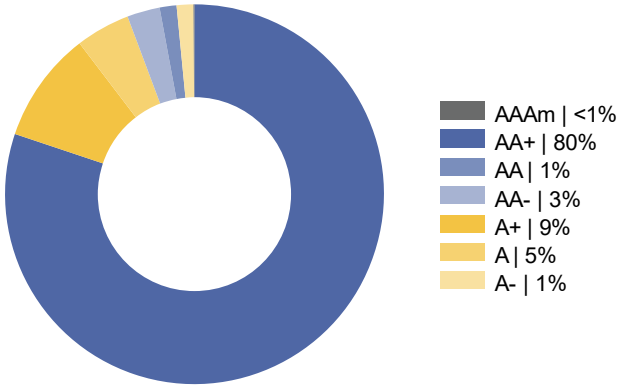
Portfolio Statistics

Total Market Value	$32,937,861.25
Managed Account Sub-Total	*$32,621,431.13*
Accrued Interest	*$288,100.90*
Pool	*$28,329.22*
Portfolio Effective Duration	2.11 years
Benchmark Effective Duration	1.99 years
Yield At Cost	4.19%
Yield At Market	4.86%
Portfolio Credit Quality	AA

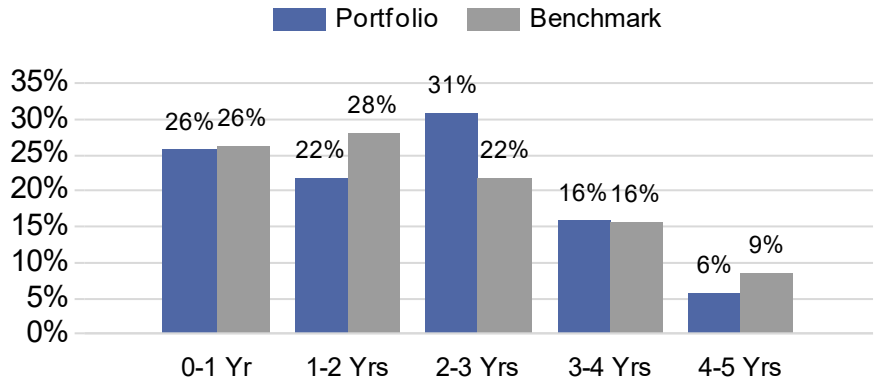
Sector Allocation



Credit Quality - S&P



Duration Distribution



1. *Total market value includes accrued interest and balances invested in CAMP, as of September 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.

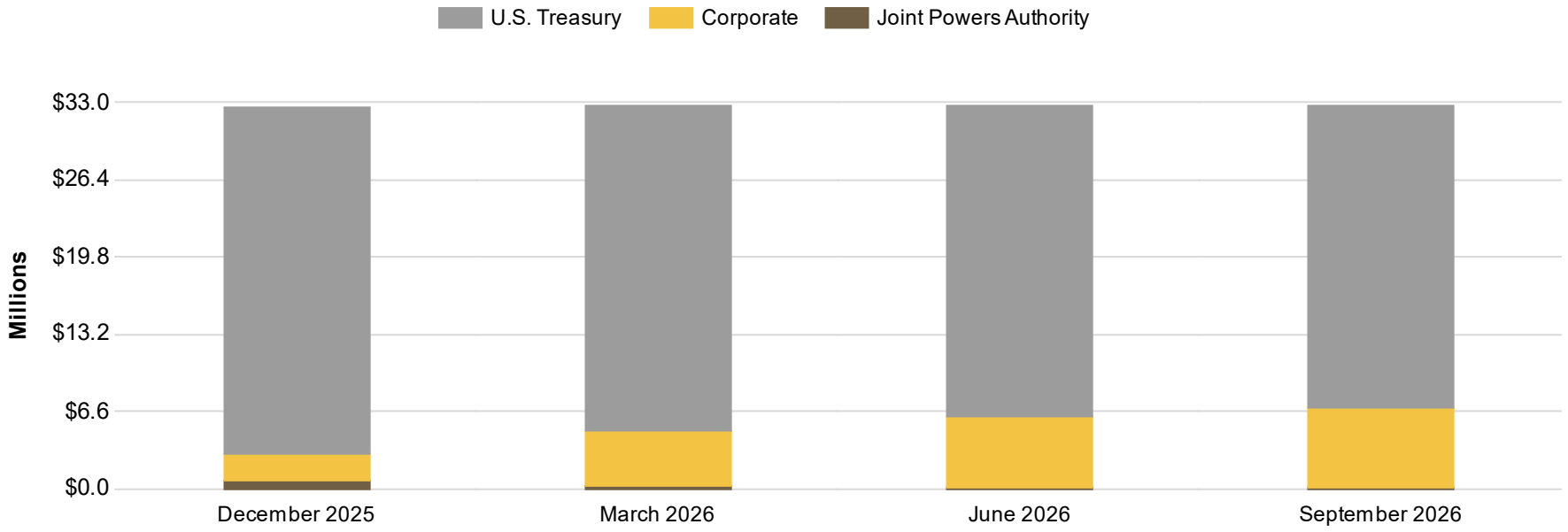
Issuer Diversification

Security Type / Issuer	Market Value (%)	S&P / Moody's / Fitch
U.S. Treasury	**78.7%**	
United States Treasury	78.7%	AA / Aa / AA
Corporate	**21.3%**	
Abbott Laboratories	1.4%	A / Aa / NR
Adobe Inc	0.7%	A / A / NR
Advanced Micro Devices Inc	0.7%	A / A / NR
Alphabet Inc	1.5%	AA / Aa / NR
Amazon.com Inc	1.4%	AA / A / AA
AstraZeneca PLC	0.7%	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
Intuit Inc	0.7%	A / A / NR
JPMorgan Chase & Co	1.4%	A / A / AA
Mastercard Inc	0.7%	A / Aa / NR
Merck & Co Inc	1.4%	A / Aa / NR
Morgan Stanley	1.5%	A / Aa / AA
Novartis AG	1.4%	AA / Aa / NR
Salesforce Inc	0.7%	A / A / NR
State Street Corp	0.7%	A / Aa / AA
Target Corp	0.7%	A / A / NR
Texas Instruments Inc	0.9%	A / Aa / NR
TotalEnergies SE	1.4%	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 - CITY OF OAKLEY

Security Type	Dec-25	% of Total	Mar-26	% of Total	Jun-26	% of Total	Sep-26	% of Total
U.S. Treasury	$29.6	91.0%	$27.7	84.7%	$26.6	81.3%	$25.7	78.6%
Corporate	$2.2	6.8%	$4.8	14.7%	$6.0	18.2%	$6.9	21.3%
Joint Powers Authority	$0.7	2.2%	$0.2	0.6%	$0.2	0.5%	$0.0	0.1%
Total	**$32.6**	**100.0%**	**$32.7**	**100.0%**	**$32.8**	**100.0%**	**$32.6**	**100.0%**

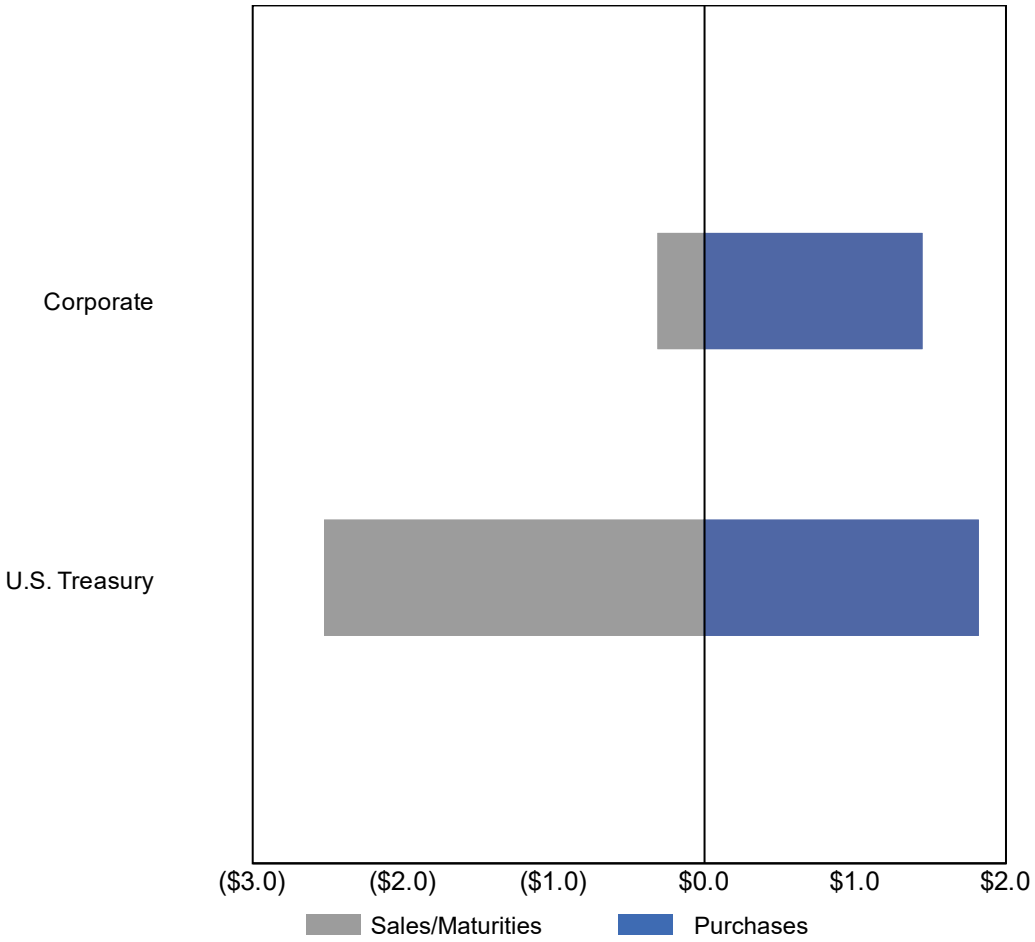


Market values, excluding accrued interest. Only includes fixed-income securities held within the separately managed account(s) and LGIPs managed by PFMAM. Detail may not add to total due to rounding.

Portfolio Activity - CITY OF OAKLEY

Net Activity by Sector

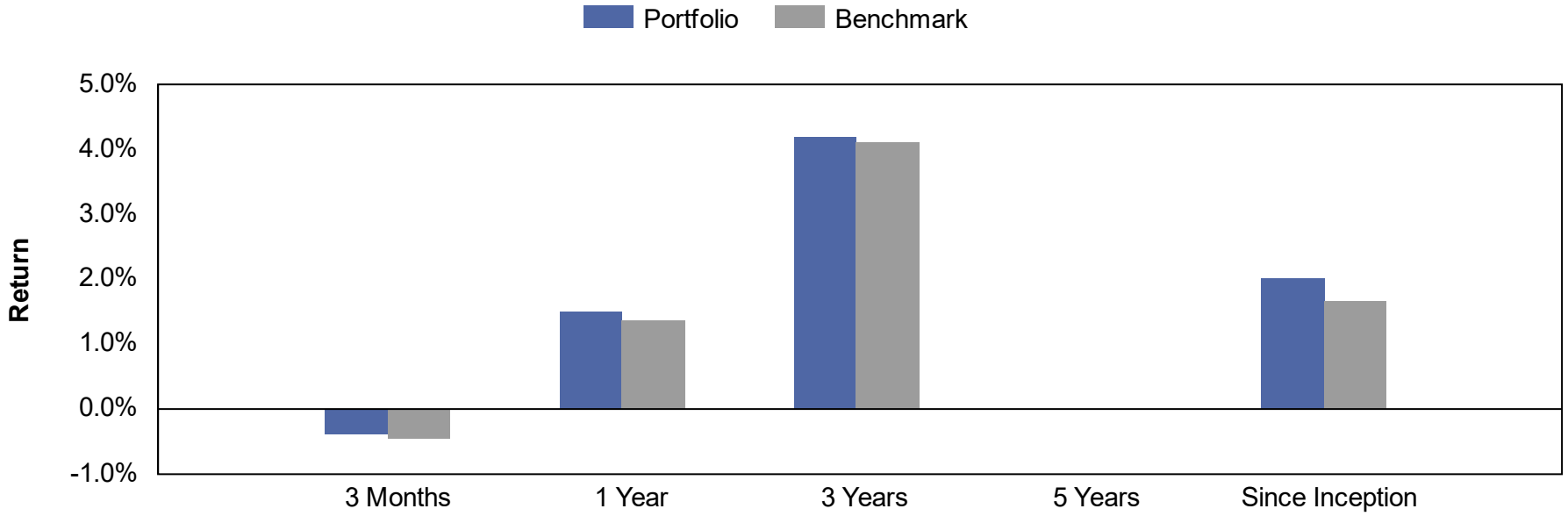
($ millions)



Sector	Net Activity
Corporate	$1,147,671
U.S. Treasury	($693,689)
Total Net Activity	**$453,982**

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

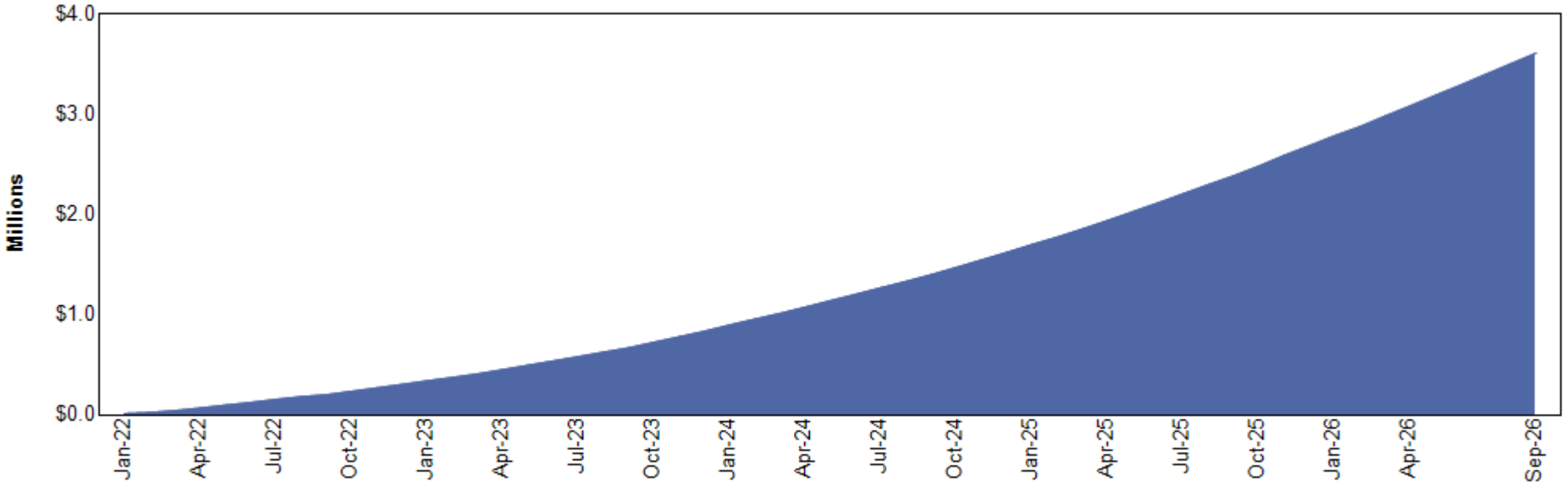
Portfolio Performance



Market Value Basis Earnings	3 Months	1 Year	3 Years	5 Years	Since Inception[1]
Interest Earned[2]	$305,267	$1,118,041	$2,545,082	-	$3,053,592
Change in Market Value	($432,539)	($629,821)	$1,272,335	-	$148,513
Total Dollar Return	**($127,272)**	**$488,220**	**$3,817,417**	**-**	**$3,202,105**
Total Return[3]					
Portfolio	-0.38%	1.51%	4.18%	-	2.01%
Benchmark[4]	-0.45%	1.35%	4.11%	-	1.67%

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 - CITY OF OAKLEY



Accrual Basis Earnings	3 Months	1 Year	3 Years	5 Year	Since Inception[1]
Interest Earned[2]	$305,267	$1,118,041	$2,545,082	-	$3,053,592
Realized Gains / (Losses)[3]	($308)	$19,794	$15,428	-	($6,520)
Change in Amortized Cost	$13,384	$85,618	$380,468	-	$562,155
Total Earnings	**$318,344**	**$1,223,453**	**$2,940,977**	**-**	**$3,609,227**

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 September 30, 2026

Issuer	Market Value ($)	% of Portfolio
UNITED STATES TREASURY	25,679,307	78.66 %
ALPHABET INC	485,802	1.49 %
MORGAN STANLEY	484,806	1.48 %
AMAZON.COM INC	473,797	1.45 %
ABBOTT LABORATORIES	470,829	1.44 %
JPMORGAN CHASE & CO	465,046	1.42 %
TOTALENERGIES SE	461,878	1.41 %
NOVARTIS AG	460,658	1.41 %
MERCK & CO INC	459,015	1.41 %
ELI LILLY & CO	454,252	1.39 %
TEXAS INSTRUMENTS INC	279,205	0.86 %
SALESFORCE INC	245,296	0.75 %
CHARLES SCHWAB CORP	245,062	0.75 %
ADVANCED MICRO DEVICES INC	242,695	0.74 %
ASTRAZENECA PLC	235,531	0.72 %
ADOBE INC	232,818	0.71 %
STATE STREET CORP	230,244	0.71 %
INTUIT INC	226,444	0.69 %
MASTERCARD INC	223,686	0.69 %
TARGET CORP	223,307	0.68 %
BANK OF AMERICA CORP	221,202	0.68 %
BANK OF NEW YORK MELLON CORP	87,288	0.27 %
CATERPILLAR INC	33,267	0.10 %

Issuer	Market Value ($)	% of Portfolio
CAMP POOL	28,329	0.09 %
Grand Total	**32,649,760**	**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 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	9,878.14	1,876,178.71	1,874,105.62
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	1,747.15	824,000.37	816,669.25
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	20,130.12	1,483,102.11	1,476,889.48
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	2,514.44	866,457.81	857,923.50
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	3,711.79	770,846.32	769,635.45
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	226.92	2,356,959.88	2,334,722.04
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	5,896.74	989,735.08	983,984.00
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	2,948.37	499,591.61	491,992.00
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	14,646.74	987,319.01	980,273.00
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	6,949.73	997,960.13	987,500.00
US TREASURY N/B DTD 09/30/2026 4.750% 09/30/2028	91282CRP8	950,000.00	AA+	Aa1	9/29/2026	9/30/2026	946,808.59	4.93	123.97	946,813.58	947,773.20
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	20,400.82	1,010,319.48	999,688.00
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	19,830.16	1,016,602.70	1,007,695.00
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	9,476.90	986,165.46	975,391.00
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	6,132.61	905,752.24	891,479.68

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	3,639.50	999,741.13	984,648.00
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	84.99	745,504.72	735,673.50
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	8,709.58	451,673.76	446,519.70
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	5,020.65	747,731.70	725,967.49
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	2,328.21	751,403.93	722,607.75
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	50,319.40	2,900,808.51	2,843,378.45
US TREASURY N/B DTD 03/31/2025 4.000% 03/31/2030	91282CMU2	900,000.00	AA+	Aa1	9/29/2026	9/30/2026	869,730.47	5.06	98.90	869,753.20	870,890.40
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	3,306.06	1,060,479.55	1,011,791.54
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	11,762.30	995,171.81	942,109.00
Security Type Sub-Total		**26,130,000.00**					**25,880,265.06**	**4.09**	**209,884.19**	**26,040,072.80**	**25,679,307.05**
Joint Powers Authority											
CAMP Pool		28,329.22	AAAm	NR			28,329.22		0.00	28,329.22	28,329.22
Security Type Sub-Total		**28,329.22**					**28,329.22**		**0.00**	**28,329.22**	**28,329.22**
Corporate											
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	823.33	199,686.86	198,495.00
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	102.92	24,997.53	24,811.88
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	3,248.00	221,788.05	221,202.00

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	3,397.83	281,138.65	279,205.10
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	455.00	225,899.72	223,685.77
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	516.67	249,954.68	245,296.00
ADOBE INC (CALLABLE) DTD 04/04/2024 4.800% 04/04/2029	00724PAF6	235,000.00	A+	A1	9/29/2026	9/30/2026	232,687.60	5.22	5,546.00	232,690.12	232,817.55
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	694.49	90,000.00	87,287.58
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	3,101.24	499,984.52	484,806.00
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	11,461.98	472,112.30	465,045.57
STATE STREET CORP (CALLABLE) DTD 04/24/2025 4.834% 04/24/2030	857477DB6	235,000.00	A	Aa3	9/29/2026	9/30/2026	230,088.50	5.49	4,954.18	230,092.67	230,244.07
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	1,027.87	60,000.00	58,814.76
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	3,254.91	190,089.48	186,246.74
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	8,064.47	484,458.94	460,657.85
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	334.88	34,989.15	33,266.91
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	3,221.40	346,541.76	333,314.10

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											
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	1,242.54	135,000.00	128,564.01
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	805.56	247,225.65	235,530.75
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	595.00	279,597.83	265,326.04
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	467.50	219,321.01	208,470.46
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	888.89	494,306.02	470,828.50
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	7,562.07	472,748.76	454,252.00
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	7,914.69	476,923.90	459,014.83
INTUIT INC (CALLABLE) DTD 06/11/2026 4.950% 06/15/2031	46124HAK2	235,000.00	A	A3	9/29/2026	9/30/2026	226,269.75	5.86	3,554.38	226,274.51	226,444.36
ALPHABET INC (CALLABLE) DTD 08/10/2026 4.875% 08/15/2031	02079KCQ8	500,000.00	AA+	Aa2	9/1/2026	9/2/2026	495,435.00	5.08	3,453.13	495,502.85	485,801.50
ADVANCED MICRO DEVICES (CALLABLE) DTD 08/17/2026 5.000% 08/17/2031	007903BL0	250,000.00	A	A1	9/1/2026	9/2/2026	247,220.00	5.26	1,527.78	247,260.16	242,694.75
Security Type Sub-Total		**7,175,000.00**					**7,111,929.00**	**4.56**	**78,216.71**	**7,138,585.12**	**6,942,124.08**
Managed Account Sub Total		**33,305,000.00**					**32,992,194.06**	**4.19**	**288,100.90**	**33,178,657.92**	**32,621,431.13**
Securities Sub Total		**$33,333,329.22**					**$33,020,523.28**	**4.19%**	**$288,100.90**	**$33,206,987.14**	**$32,649,760.35**
Accrued Interest											**$288,100.90**
Total Investments											**$32,937,861.25**

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
BUY									
9/1/2026	9/2/2026	500,000.00	02079KCQ8	ALPHABET INC (CALLABLE)	4.87%	8/15/2031	496,924.58	5.08%	
9/1/2026	9/2/2026	250,000.00	007903BL0	ADVANCED MICRO DEVICES (CALLABLE)	5.00%	8/17/2031	247,740.83	5.26%	
9/29/2026	9/30/2026	950,000.00	91282CRP8	US TREASURY N/B	4.75%	9/30/2028	946,808.59	4.93%	
9/29/2026	9/30/2026	900,000.00	91282CMU2	US TREASURY N/B	4.00%	3/31/2030	869,730.47	5.06%	
9/29/2026	9/30/2026	235,000.00	00724PAF6	ADOBE INC (CALLABLE)	4.80%	4/4/2029	238,202.27	5.22%	
9/29/2026	9/30/2026	235,000.00	46124HAK2	INTUIT INC (CALLABLE)	4.95%	6/15/2031	229,791.81	5.86%	
9/29/2026	9/30/2026	235,000.00	857477DB6	STATE STREET CORP (CALLABLE)	4.83%	4/24/2030	235,011.12	5.49%	
Total BUY		**3,305,000.00**					**3,264,209.67**		**0.00**
INTEREST									
7/8/2026	7/8/2026		14913UBH2	CATERPILLAR FINL SERVICE	4.15%	1/8/2031	726.25		
7/13/2026	7/13/2026		89158TAA7	TOTALENERGI CAP USA LLC (CALLABLE)	4.24%	1/13/2031	10,301.40		
7/15/2026	7/15/2026		87612EBM7	TARGET CORP (CALLABLE)	1.95%	1/15/2027	2,193.75		
7/22/2026	7/22/2026		06406RCG0	BANK OF NY MELLON CORP (CALLABLE)	4.02%	1/22/2030	1,811.70		
7/31/2026	7/31/2026		91282CGH8	US TREASURY N/B	3.50%	1/31/2028	26,250.00		
7/31/2026	7/31/2026		91282CHQ7	US TREASURY N/B	4.12%	7/31/2028	20,625.00		
7/31/2026	7/31/2026		91282CLC3	US TREASURY N/B	4.00%	7/31/2029	14,900.00		
7/31/2026	7/31/2026		91282CJW2	US TREASURY N/B	4.00%	1/31/2029	18,200.00		

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
INTEREST									
8/8/2026	8/8/2026		61776NU43	MORGAN STANLEY PVT BANK (CALLABLE)	4.21%	2/8/2030	10,883.58		
8/15/2026	8/15/2026		91282CKA8	US TREASURY N/B	4.12%	2/15/2027	38,671.88		
8/15/2026	8/15/2026		91282CLG4	US TREASURY N/B	3.75%	8/15/2027	14,531.25		
8/15/2026	8/15/2026		9128282R0	US TREASURY N/B	2.25%	8/15/2027	9,843.75		
8/15/2026	8/15/2026		02079KAC1	ALPHABET INC (CALLABLE)	1.99%	8/15/2026	2,997.00		
8/31/2026	8/31/2026		91282CKD2	US TREASURY N/B	4.25%	2/28/2029	21,250.00		
8/31/2026	8/31/2026		91282CLK5	US TREASURY N/B	3.62%	8/31/2029	13,593.75		
8/31/2026	8/31/2026		91282CNX5	US TREASURY N/B	3.62%	8/31/2030	19,303.13		
9/2/2026	9/2/2026		04636NAQ6	ASTRAZENECA FINANCE LLC (CALLABLE)	4.00%	3/2/2031	5,000.00		
9/13/2026	9/13/2026		023135DD5	AMAZON.COM INC (CALLABLE)	4.25%	3/13/2031	10,625.00		
9/15/2026	9/15/2026		002824BS8	ABBOTT LABORATORIES (CALLABLE)	4.00%	3/15/2031	10,333.33		
9/15/2026	9/15/2026		57636QBF0	MASTERCARD INC (CALLABLE)	4.55%	3/15/2028	5,118.75		
9/15/2026	9/15/2026		79466LAR5	SALESFORCE INC (CALLABLE)	4.65%	3/15/2029	5,877.08		
9/30/2026	9/30/2026		91282CCZ2	US TREASURY N/B	0.87%	9/30/2026	10,325.00		
9/30/2026	9/30/2026		91282CPB1	US TREASURY N/B	3.50%	9/30/2027	41,300.00		
9/30/2026	9/30/2026		91282CKG5	US TREASURY N/B	4.12%	3/31/2029	15,468.75		
Total INTEREST		**0.00**					**330,130.35**		**0.00**

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par ($)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amount ($)	Yield at Market	Realized G/L (BV)
MATURITY									
8/15/2026	8/15/2026	300,000.00	02079KAC1	ALPHABET INC (CALLABLE)	1.99%	8/15/2026	300,000.00		
9/30/2026	9/30/2026	2,360,000.00	91282CCZ2	US TREASURY N/B	0.87%	9/30/2026	2,360,000.00		
Total MATURITY		**2,660,000.00**					**2,660,000.00**		**0.00**
SELL									
9/1/2026	9/2/2026	150,000.00	91282CCZ2	US TREASURY N/B	0.87%	9/30/2026	150,227.72		-307.75
Total SELL		**150,000.00**					**150,227.72**		**-307.75**

Important Disclosures

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It is not possible to invest directly in an index. The index returns shown throughout this material do not represent the results of actual trading of investor assets. Third-party providers maintain the indices shown and calculate the index levels and performance shown or discussed. 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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- 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.

- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. **Past performance is not indicative of future returns.**

- 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 or 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.

OAKLEY
CALIFORNIA

Quarterly Investment Report

For the Quarter Ended September 30, 2026

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	$ 3,855,628.63	$ 3,855,628.63
Investments with Wells Fargo Investment Advisors:					
9	Institutional Money Market	0.153%	N/A	1,996,715.59	1,996,715.59
Investments with State of California:					
3	Local Agency Investment Fund (LAIF)-City	3.970%	N/A	27,380,428.40	27,229,409.18
Investments with CalTRUST					
11	Short-Term Investment Account-City	0.307%	N/A	324,535.66	324,535.66
Investments with CAMP					
13	Short-Term Investment Account-City	3.870%	N/A	32,988,915.78	32,988,915.78
Total Investments Other than Bond Proceeds				**66,546,224.06**	**66,395,204.84**
Investments with Wells Fargo Trust (bond proceeds): * **					
	2021 Refunding Revenue Bonds				
9	***Government Money Market***				
	Wells Fargo Advantage Gov MM Svc	1.103%	N/A	141,271.20	141,271.20
	2014 Refunding Revenue Bonds				
9	***Government Money Market***				
	Wells Fargo Advantage Gov MM Svc	1.093%	N/A	413,704.57	413,704.57
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				**554,976.31**	**554,976.31**
Managed Investments with PFM (Detail Attached)					
	CAMP POOL		See Detail	28,329.22	28,329.22
	Managed Investments		See Detail	32,992,194.06	32,621,431.13
Total Managed Investments				**33,020,523.28**	**32,649,760.35**
	Total All City Investments			**$ 100,121,723.65**	**$ 99,599,941.50**

Accrued Interest of Investments other than Bond Proceeds:	
Wells Fargo Investment Advisors	3,011.48
Local Agency Investment Fund	300,788.44
CalTRUST	995.49
PFM (Asset Management& CAMP)	393,045.12
Accrued Interest as of 09/30/26	$ 697,840.53

* **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/2026/202609.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.

Jeri Tejeda

Approved by Jeri Tejeda
Admoinsitrsative Service Director

10/30/2026
Date

OAKLEY
CALIFORNIA

Approved and Forwarded to the City Council

DATE: November 10, 2026
TO: Joshua McMurray, City Manager
FROM: Jeri Tejeda, Administrative Service Director
SUBJECT: City of Oakley as Successor Agency to the Oakley Redevelopment Agency – Quarterly Investment Report (1st Quarter FY 26/27)

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 September 30, 2026, attached shows a balance of $14,079 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, accept the investment report for the 1st Quarter of Fiscal Year 26/27.

Attachments

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

City of Oakley as Successor Agency to the Oakley Redevelopment Agency

Quarterly Investment Report

For the Quarter Ended September 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	$ 14,078.88	$ 14,078.88
Total Investments Other than Bond Proceeds				**14,078.88**	**14,078.88**
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			**$ 14,078.88**	**$ 14,078.88**

* **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.

Jeri Tejeda

Approved by Jeri Tejeda
Adminstrative Services Director

10/30/2026

Date

OAKLEY
CALIFORNIA

Approved and Forwarded to the City Council

DATE: November 10, 2026

TO: Joshua McMurray, City Manager

FROM: Billilee Saengchalern, Public Works Director/City Engineer

SUBJECT: Adopt a Resolution approving the Parcel Map Titled "Sandoval Minor Subdivision MS 23-977" located at 115 Malicoat Avenue (APN 035-052-003)

Background and Analysis

On February 26, 2024, Francisca Sandoval ("Applicant") filed an application requesting approval of a Tentative Parcel Map (TPM 02-23) to subdivide an approximately half-acre residential parcel into three distinct parcels. All three parcels would be approximately 7,716 square feet in area. The project site is located at 115 Malicoat Avenue and is zoned R-6 (Single Family Residential) district, APN 035-052-003.

On June 4, 2024, the Planning Commission of the City of Oakley approved the Tentative Parcel Map of the project known as "Sandoval Minor Subdivision MS 23-977", Resolution Number 12-24.

Minor Subdivision MS 24-976 was prepared by Scroggins Land Surveying and Consulting, Inc. at the request of the applicant, Francisca Sandoval, the owner of the parcel: APN 035-052-003.

The Community Development Director and City Engineer have reviewed the parcel map and have found it to be in substantial conformance with the Planning Commission approval of the tentative parcel map.

The City Surveyor has reviewed the parcel map and has found it to be technically correct.

Consistency with the Oakley Strategic Plan 27+

This item is consistent with the Strategic Plan 27+ Community & Economic Development goals.

Fiscal Impact

There is no fiscal impact associated with the approval of this Parcel Map.

Staff Recommendation

Staff recommends that the City Council adopt the attached resolution approving the Parcel Map entitled “Parcel Map 23-977” prepared by Scroggins Land Surveying and Consulting, Inc.

Attachments

1. Resolution for Parcel Map approval
2. Reduced size copy of MS 23-977

RESOLUTION NO. XX-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING THE PARCEL MAP TITLED "SANDOVAL MINOR SUBDIVISION MS 23-977" LOCATED AT 115 MALICOAT AVENUE (APN 035-052-003)

WHEREAS, on February 26, 2024, Francisca Sandoval ("Applicant") filed an application requesting approval of a Tentative Parcel Map (TPM 02-23) to subdivide an approximately half-acre residential parcel into three distinct parcels. All three parcels would be approximately 7,716 square feet in area. The project site is located at 115 Malicoat Avenue and is zoned R-6 (Single Family Residential) district, APN 035-052-003; and

WHEREAS, on June 4, 2024, the Planning Commission of the City of Oakley approved the Tentative Parcel Map of the project known as "Sandoval Minor Subdivision MS 23-977", Resolution Number 12-24; and

WHEREAS, Minor Subdivision MS 24-976 was prepared by Scroggins Land Surveying and Consulting, Inc. at the request of the applicant, Francisca Sandoval, the owner of the parcel: APN 035-052-003; and

WHEREAS, the Community Development Director and City Engineer have determined that the Parcel Map is in substantial compliance with the approved tentative parcel map; and

WHEREAS, the City Surveyor has determined that the map is technically correct.

BE IT RESOLVED by the City Council of the City of Oakley that the parcel map titled "Sandoval Minor Subdivision MS 23-977," as prepared by Scroggins Land Surveying and Consulting Inc. is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Oakley this 10th day of November 2026 by the following vote.

AYES:
NOES:
ABSTENTION:
ABSENT:

APPROVED:

_____
Hugh Henderson, Mayor

ATTEST:

_____
Kim Snodgrass, City Clerk

_____
Date

PARCEL MAP 23-977

A THREE (3) LOT SUBDIVISION

BEING A SUBDIVISION OF LOT 12, MAP OF TRACT ENTITLED, "MALICOAT SUBDIVISION", FILED IN MAP BOOK 25, PAGE 861, FILED DECEMBER 22, 1941, CONTRA COSTA COUNTY RECORDS.

LYING ENTIRELY WITHIN THE CITY OF OAKLEY

CITY OF OAKLEY, CONTRA COSTA COUNTY, CALIFORNIA

SHEET 2 OF 2 OCTOBER 2025

BASIS OF BEARINGS:

THE NORTHERLY LINE OF LOT 12, AS SHOWN ON THAT CERTAIN PARCEL MAP FILED FOR RECORD, IN BOOK 1 PARCEL MAPS AT PAGE 31, HAVING A BEARING OF NORTH 89°18'00" EAST, WAS ADOPTED AS THE BASIS OF BEARINGS OF THIS MAP.

20' 0' 20' 40'

SCALE:1"=20'

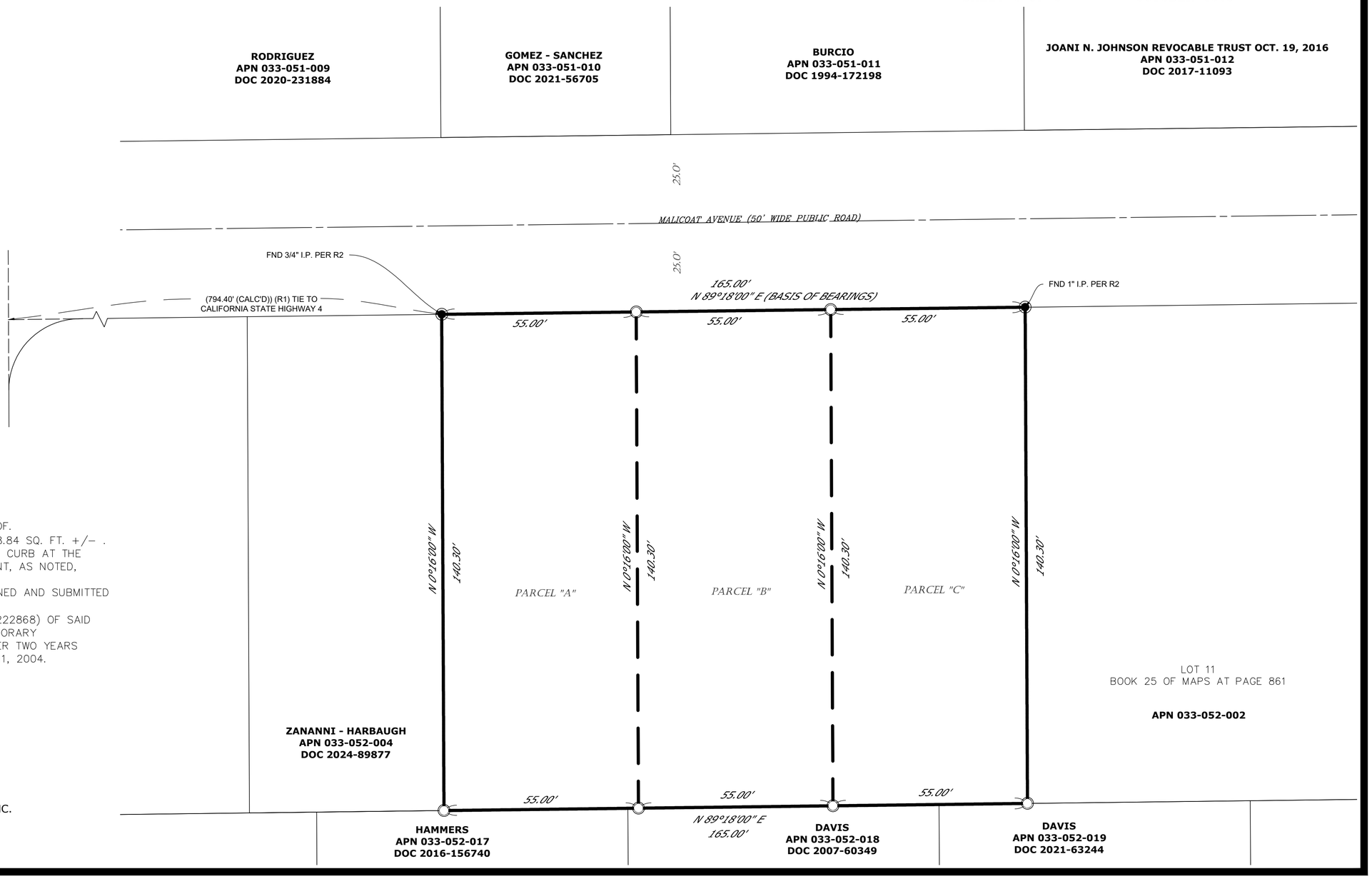
North

LEGEND

- SUBDIVISION BOUNDARY LINE
- PUBLIC ROAD CENTERLINE
- RIGHT-OF-WAY LINE EXTENSION
- NEW LOT LINE
- EXISTING LOT LINE
- SET 5/8" REBAR WITH PLASTIC CAP STAMPED LS 9229
- FOUND MONUMENT AS NOTED
- FND I.P. — FOUND IRON PIPE

REFERENCES:

(R1) BOOK 25 OF MAPS AT PAGE 861
(R2) BOOK 1 OF PM AT PAGE 31



NOTES:

1. ALL DISTANCES ARE IN FEET AND DECIMALS THEREOF.
2. THE AREA OF THE DISTINCT BORDER EQUALS 23,148.84 SQ. FT. +/- .
3. A CHISELED MARK SHALL BE CUT INTO THE TOP OF CURB AT THE PROLONGATION OF THE LOT LINES, AND A MONUMENT, AS NOTED, SHALL BE SET AT ANGLE POINTS.
4. A TITLE REPORT DATED JUNE 23, 2025 WAS EXAMINED AND SUBMITTED WITH A COPY OF THIS MAP.
5. THE TEMPORARY CONSTRUCTION EASEMENT (2004-222868) OF SAID TITLE REPORT IS NOT DEPICTED BECAUSE THE TEMPORARY CONSTRUCTION EASEMENT WAS SET TO EXPIRE AFTER TWO YEARS FROM THE DATE OF RECORDING, WHICH WAS JUNE 11, 2004.

SCROGGINS LAND SURVEYING AND CONSULTING, INC.
SURVEYOR: JUSTIN SCROGGINS, P.L.S. 9229
ANTIOCH, CALIFORNIA
ScrogginsLandSurveying@gmail.com

STAFF REPORT

OAKLEY
CALIFORNIA

Approved and Forwarded to the City Council

DATE: November 10, 2026

TO: Joshua McMurray, City Manager

FROM: Billilee Saengchalern, Public Works Director/City Engineer

SUBJECT: Adopt a Resolution for the Approval of Contract Amendment Number 2 with BSK Associates for Consulting Services for Geotechnical Observation, Testing Services and Special Inspections Related to the East Cypress Road Canal Undergrounding Project CIP 310

Background and Analysis

The City of Oakley Public Works Department uses the services of consultants in support of various department staff to provide timely services for various projects. This practice has been in use for many years and is an efficient and cost-effective way to provide service to deliver projects. This approach gives the City the flexibility to coordinate with consultants for support services as needed and efficiently support our projects. The various consultants that are utilized are given contract limits. City staff monitors the expenditures as projects are brought in for processing and budgets are adjusted as service demands increase.

On February 25, 2025, an agreement was executed between the City of Oakley and BSK Associates for consulting services for geotechnical construction observation, testing services, and special inspections related to the East Cypress Road Canal Undergrounding Project CCWD Segment 5A Capital Improvement Project (CIP 310). The contract was limited to a not-to-exceed amount of $99,372. The contract was amended to $188,634 under resolution no. 1-26 at the January 13, 2026, City Council meeting.

The first phase of the construction of the canal undergrounding project is completed with the second phase of the canal undergrounding to continue in spring 2026. The project was challenging due to several factors including: unknown construction schedule from the contractor when the original proposal was established, BSK needing to test the proposed import soil from the borrow site at the Lower Sand Creek Basin, higher level of site visits and laboratory testing than originally anticipated due to requests by the Contra Costa County Water District; particularly during the backfill of the 10-foot-diameter pipe construction, BSK to observe exploratory test pits along a previous drainage ditch that contained significant amounts of saturated, organic laden, soft, and compressible clay soil, BSK to observe excavation and backfill of the inspection trench for the levee extension, and BSK to observe and provide recommendations for unstable subgrade conditions encountered along Jersey Island Road.

Amendment No. 2 is needed due to the following factors:

- Unavailability of a construction schedule when BSK submitted the original proposal.
- Need for BSK to vet proposed import soil for the project.
- Higher level of site visits and laboratory testing than BSK had originally anticipated due to requests by the Contra Costa County Water District, particularly during backfill of 10-foot-diameter pipe.
- Need for BSK to observe exploratory test pits along a previous drainage ditch contained significant amounts of saturated, organic laden, soft, and compressible clay soil.
- Need for BSK to observe excavation and backfill of the inspection trench for the levee extension.
- Higher level of site visits and laboratory testing than BSK had originally anticipated for subgrade aggregate base, trench backfill and hot-mix-asphalt compaction testing.
- Need for BSK to observe and provide recommendations for unstable subgrade conditions encountered along Jersey Island Road.
- Testing required for remaining fill earthwork and paving operations.

Staff are requesting an increase of $52,861 to the contract amount for BSK Associates for this project.

Consistency with the Oakley Strategic Plan 27+

Consistency with the Oakley Strategic Plan for community health and safety by ensuring inspections with various projects are maintained to preserve safety for all. Contracting inspection services also maintains a sustainable organization from the demand of varying schedules of multiple projects.

Fiscal Impact

The CIP 310 budget was included in the Fiscal Year 2023/24 budget for $9,500,000 and Fiscal Year 2025/26 budget for $1,500,000 with a total budget of $11,000,000. To date $10,273,833 has been spent or encumbered leaving a balance of $726,167 for this project. This project is funded by the City of Oakley's Traffic Impact Fee (Fund 202), Streets Maintenance Reserve (Fund 235), Gas Tax (Fund 140), American Rescue Plan Act (Fund 120) and General Capital (Fund 201). No additional funding for this project is needed at this time.

Approval of the resolution will increase the not-to-exceed contract amount from $188,634 to a not to exceed amount of $241,495 for the East Cypress Road Canal Undergrounding Project CIP 310. The existing contract has a remaining available balance of $9,555.93 and staff recommend that an additional $52,861.00 increase from Fund 235 is allocated for the consulting services for the remaining construction of this project. There will not be any City General Funds used in this contract.

Staff Recommendation

Staff recommend that the City Council adopt the resolution amending the agreement with BSK Associates and authorize the City Manager to execute the agreement.

Attachments

1. Resolution
2. Amendment No. 2

RESOLUTION NO. XX-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING CONTRACT AMENDMENT NUMBER 2 TO THE AGREEMENT WITH BSK ASSOCIATES FOR CONSULTING SERVICES FOR GEOTECHNICAL OBSERVATION, TESTING SERVICES AND SPECIAL INSPECTIONS RELATED EAST CYPRESS ROAD UNDERGROUNDING PROJECT CIP 310

WHEREAS, on February 25, 2025, the City executed an agreement with BSK Associates for geotechnical observation, testing services, and special inspections related to East Cypress Road Undergrounding Project CIP 310 with the not-to-exceed amount of $99,372; and

WHEREAS, after the review of the expenditures to date and projecting costs for these services to complete the remaining construction of the Canal Undergrounding project, Staff determined that the original contract amount of $99,372 was not sufficient to provide consulting services needed for the remaining portion of this project. The contract was amended to $188,634 under Resolution No.1-26 from the January 13, 2026, City Council meeting; and

WHEREAS, Contract Amendment No. 2 is needed for additional services due to higher level of site visits and laboratory testing than BSK had originally anticipated due to requests by the Contra Costa County Water District, particularly during backfill of 10-foot-diameter pipe, need for BSK to observe exploratory test pits along a previous drainage ditch contained significant amounts of saturated, organic laden, soft, and compressible clay soil, need for BSK to observe excavation and backfill of the inspection trench for the levee extension, higher level of site visits and laboratory testing than BSK had originally anticipated for subgrade aggregate base, trench backfill and hot-mix-asphalt compaction testing and need for BSK to observe and provide recommendations for unstable subgrade conditions encountered along Jersey Island Road, and testing required for the remaining fill earthwork and paving operations; and

BE IT RESOLVED by the City Council of the City of Oakley that Contract Amendment No. 2 in the amount of $52,861 for a new total contract amount of $241,495 with BSK Associates is hereby approved. A copy of Contract Amendment No. 2 is attached hereto as Exhibit A.

PASSED AND ADOPTED by the City Council of the City of Oakley this 10th day of November 2026 by the following vote.

AYES:
NOES:
ABSTENTION:
ABSENT:

APPROVED:

ATTEST: _____
Hugh Henderson, Mayor

_____
Kim Snodgrass, City Clerk

_____
Date

AMENDMENT NO. 2 TO THE AGREEMENT BETWEEN THE CITY OF OAKLEY AND BSK ASSOCIATES FOR GEOTECHNICAL CONSTRUCTION OBSERVATION, TESTING SERVICES AND SPECIAL INSPECTIONS RELATED TO THE EAST CYPRESS ROAD CANAL UNDERGROUNDING PROJECT, CCWD SEGMENT 5A PROJECT – CAPITAL IMPROVEMENT PROJECT NUMBER 310

This Amendment is entered into by and between the **City of Oakley**, a municipal corporation (hereinafter referred to as "City"), and **BSK Associates**, a California Corporation (hereinafter referred to as "Contractor"), effective as of the **10th day of November 2026.**

RECITALS

A. On February 25, 2025, City and Consultant executed an Agreement for consulting services for geotechnical construction observation, testing services and special inspections related to the East Cypress Road Canal Undergrounding Project, CCWD Segment 5A Project – CIP 310 (hereinafter referred to as the "Agreement"); and,

B. City and Consultant now desire that the following amendment be made to the Consultant services: a $89,262 increase to the not to exceed contract amount from $99,372 to $188,634; and,

C. City and Consultant now desire to add additional services for Special Inspection and Materials Testing Services and to increase the agreement by an additional $52,861.00 for a not-to-exceed amount of $241,495.00.

D. Except as provided herein, all other terms and provisions of the Agreement shall remain in full force and effect.

AGREEMENT

IN WITNESS WHEREOF, the City of Oakley, a municipal corporation in the State of California, has authorized the execution of this Amendment in duplicate by its City Manager, Approved to as Form by the City Attorney and attested by its City Clerk as of the **10th day of November 2026**, and the parties have caused this Amendment to be executed in duplicate.

City	**Consultant**
City of Oakley, a municipal corporation	BSK Associates, a California Corporation
By: _____ Joshua McMurray, City Manager	By: _____ Cristiano Melo, Branch Manager
ATTEST:	APPROVED AS TO FORM:
_____ Kim Snodgrass, City Clerk	_____ Derek P. Cole, City Attorney

OAKLEY
CALIFORNIA

Approved and Forwarded to the City Council

DATE: November 10, 2026

TO: Joshua McMurray, City Manager

FROM: Billilee Saengchalern, Public Works Director/City Engineer

SUBJECT: Adopt a Resolution Accepting the Park Improvements Associated with Capital Improvement Project No. 315 – Magnolia Park Playground Resurfacing and Retrofitting Project

Background and Analysis

Magnolia Park was constructed in 2008 and has experienced significant wear due to age, heavy use, and repeated vandalism. The most recent act of vandalism involved a fire that damaged the 5-12 age play structure beyond repair, resulting in its permanent closure and reducing available play opportunities at the park.

The existing playground equipment and surfacing have reached the end of their useful life and no longer meet current safety and accessibility expectations. Replacement is necessary to restore functionality, improve safety, and ensure compliance with current accessibility standards.

The project included removal of existing playground equipment, installation of new play structures for ages 2-5 and 5-12, and replacement of existing wood fiber and poured-in-place surfacing with DuraSafe rubber tile surfacing to improve durability, safety, and accessibility. The project also included site preparation and installation.

The project was procured through Sourcewell, a cooperative purchasing program that satisfies competitive bidding requirements. Use of Sourcewell allowed the City to utilize pre-bid, competitively awarded contracts, reducing procurement time and providing competitive pricing. The City has successfully used this procurement method on prior park projects.

The City Council awarded the contract for Capital Improvement Project No. 315 – Magnolia Park Playground Resurfacing and Retrofitting Project to Landscape Structures, Inc. on April 28, 2026, Resolution Number 31-26.

Consistency with the Oakley Strategic Plan 27+

This item is consistent with the Strategic Plan 27+ Community Health and Safety and Parks and Open Spaces goals.

Fiscal Impact

The construction contract with Landscape Structures, Inc. was completed for $499,911.51 utilizing funds allocated with the Fiscal Year 2025/26 Capital Improvement budget. The project was funded through LLAD Zone 3-25 (194).

Staff Recommendation

Staff recommends that the City Council adopt the Resolution accepting the Capital Improvement Project No. 315 – Magnolia Park Playground Resurfacing and Retrofitting Project as complete and authorizing the City Clerk to file a Notice of Completion with the Contra Costa County Recorder.

Attachments

1. Resolution
2. Notice of Completion

RESOLUTION NO. XX-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY ACCEPTING AS COMPLETE THE WORK ASSOCIATED WITH CAPITAL IMPROVEMENT PROJECT (CIP) NUMBER 315 – MAGNOLIA PARK PLAYGROUND RESURFACING AND RETROFITTING PROJECT

WHEREAS, the City utilized a Sourcewell cooperative purchasing contract, which satisfied competitive bidding requirements and provided competitively awarded pricing; and

WHEREAS, on April 28, 2026, by adopting Resolution Number 31-26, the City Council awarded a construction contract to Landscape Structures, Inc., for the construction of CIP No. 315 – Magnolia Park Playground Resurfacing and Retrofitting Project; and

WHEREAS, this project had a total budget of $499,911.51. This project is funded by LLAD Zone 3-25 (194).

WHEREAS, Landscape Structures, Inc. has now satisfied the contractual requirements necessary for the acceptance of CIP No. 315 to be deemed complete and will begin the one-year warranty period. The City will start playground resurfacing and retrofitting maintenance on November 11, 2026.

BE IT RESOLVED by the City Council of the City of Oakley that CIP 315 - Magnolia Park Playground Resurfacing and Retrofitting project is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Oakley this 10th day of November 2026 by the following vote.

AYES:
NOES:
ABSTENTION:
ABSENT:

APPROVED:

_____
Hugh Henderson, Mayor

ATTEST:

_____
Kim Snodgrass, City Clerk

_____
Date

PURSUANT TO GOVERNMENT CODE §6103 NO FEE IS REQUIRED FOR THE RECORDATION OF THIS DOCUMENT

WHEN RECORDED MAIL TO:
City Clerk
City Of Oakley
3231 Main Street
Oakley, CA 94561

RECORDING REQUESTED BY:
City Of Oakley
3231 Main Street
Oakley, CA 94561

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

Capital Improvement Project Number 315 – Magnolia Park Playground Resurfacing and Retrofitting Project

NOTICE IS HEREBY GIVEN THAT:

The CITY OF OAKLEY, a political subdivision of the State of California, did, on April 28, 2026, enter into an agreement with Landscape Structures, Inc. for the construction of Capital Improvement Program Project Number 315 – Magnolia Park Playground Resurfacing and Retrofitting Project located at the intersection of Everlasting Way and Windflower Way (APN: 034-030-010) within the City of Oakley limits.

The Owner's nature of interest or estate in the property described below is in fee.

The work described in the contract documents was to furnish all material, labor, and equipment necessary to complete Capital Improvement Program Project Number 315 – Magnolia Park Playground Resurfacing and Retrofitting Project.

On November 10, 2026, said contract, as a whole was completed and the work was accepted by the City Council of the City of Oakley.

VERIFICATION

I have read the foregoing NOTICE OF COMPLETION and know the contents thereof; the same is true of my knowledge. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on this 10th day of November 2026 at Oakley, California.

Date: _____

By: _____
Kim Snodgrass, City Clerk
City of Oakley, California

OAKLEY
CALIFORNIA

Approved and Forwarded to the City Council

DATE: November 10, 2026

TO: Joshua McMurray, City Manager

FROM: Billilee Saengchalern, Public Works Director/City Engineer

SUBJECT: Adopt a Resolution Authorizing Amendment No. 1 to the Construction Contract for the East Cypress Road Widening Project (Jersey Island Road to Bethel Island Road) – Capital Improvement Project (CIP) Number 302

Background and Analysis

The improvements to East Cypress Road have been a key part of the City's CIP program as established by the City Council and the Strategic Goals, and a top priority for the community to accommodate the growth of the residential neighborhood of the East Cypress Road corridor and far east Oakley and improve safety for this area including the surrounding unincorporated Contra Costa County communities.

On July 8, 2025, the City Council approved the construction contract with R&R Pacific Construction, Inc. for CIP 302 East Cypress Road Widening Project between Jersey Island Road to Bethel Island Road. This is the third segment of the East Cypress Road widening project. This is the longest of the three segments of the East Cypress Road widening projects approximately 4,600 feet of a four-lane arterial roadway.

Several factors have brought several challenges that have led to contract change orders to date including schedule delays due to pausing construction both during the construction season of 2025 and 2026 due to nesting hawks within the project limits at various locations. This resulted in several months of delay with equipment idle waiting for the hawks to leave the project site. Furthermore, the project has incurred additional costs due to the following deviations from the contract documents:

- Securing erosion control from the borrow site at Lower Sand Creek Basin as required by the Contra Costa County Flood Control District and a full-time flagger at Sand Creek Road as required by the City of Brentwood during dirt hauling operations. Accelerated hauling operations to work extended hours and Saturdays to meet dry weather conditions and avoid hauling activities during rainy seasons.
- Water main line revisions are required by Diablo Water District. As-built information of existing the water line was not consistent with the infrastructure found once the trench was opened.
- Changes related to installation Locating Wire Stations on the sanitary sewer force main required by Ironhouse Sanitary District. Additional potholing at various locations to confirm existing sewer line locations.
- Common excavation and backfill quantity revisions.

- Pavement base failure repairs and enhancement to signing and striping on existing East Cypress Road prior to winter rains to eliminate potholes and to ensure safety during construction.
- Lime treatment soil stabilization to allow the construction crews to continue utility underground installations during the winter months.
- Addressing dewatering and unsuitable material challenges related to the headwall construction at the southwest corner of East Cypress Road and Bethel Island Road.
- Storm drain modifications to handle flooding at localized areas during last year's winter season resulting from the phasing sequence of the improvements.
- Rehandling imported soil from stockpiles to meet project phasing sequence.

Currently, the sewer and water line improvements are substantially completed at 95% and the earthwork and fill material needed for this segment are nearly completed at 90%. In the coming month, the contractor intends to finish paving the northern half of the roadway to allow traffic to shift and remove traffic from the existing East Cypress Road. This will allow crews to finish work needed on the south side of the new East Cypress Road. The project is anticipated to be completed by the end of this fiscal year, but staff anticipate the following remaining contract change orders to be executed to complete the project. These include the following:

- Sanitary sewer force main vault connection located on the northwest corner of East Cypress Road and Bethel Island Road. Additional work is required to offset into the existing sanitary sewer vault.
- Address various utility conflicts such as a 24" water main line conflict. Elevations with existing gas line and telecom line varied from the information previously available once the trench was opened for the water line installation. Address storm drain and PG&E gas line conflict and a sewer and storm drain conflict at two other locations.
- Revisions to install bioretention basin braces as required by structural engineers.
- Modifications to the traffic signal pole due to existing water and sewer ling conflicts.
- Grading revisions at storm drain outfalls along the north side of the project. Finish grading is needed along ditches to manage water flow east.
- Additional asphalt quantities to address traffic switch alignment and maintain traversable path along East Cypress Road between paving sequence.

The total base bid for both the third segment of the East Cypress Road Widening Project in the contract with R&R Pacific Construction is $18,913,465.50 with a contingency of $2,000,000. At this time, staff is requesting an additional $985,000 for contingency to cover anticipated contract deviations and unforeseen work listed above to complete the third segment CIP 302.

The Public Works engineering staff will continue to manage the day-to-day construction of these high-profile projects to ensure the timely delivery of these projects for the community.

Consistency with the Oakley Strategic Plan 27+

The approval of this agreement is consistent with the Oakley Strategic Plan under our Community Health and Safety Goal, and Finance and Fiscal Responsibility to provide safe streets in Oakley.

Fiscal Impact

This project had funds allocated for the construction in the FY 2026/26 budget. The total allocation for CIP 302 construction is $24,703,000. The contract for R&R Pacific Construction was approved for $18,913,465.50 with a contingency of $2,000,000 approved on July 8, 2025. To date the total available budget is approximately $1,896,371. The requested $985,000 for an increase in the contract contingency amount is available in the budget. No additional funding is required for this project at this time.

Staff Recommendation

Staff recommend that the City Council adopt the resolution approving Amendment No. 1 of the construction contract with R&R Pacific Construction, Inc., for CIP 302, and authorize the City Manager to execute the contract amendment for an additional not-to-exceed amount of $985,000.

Attachments

1. Resolution

RESOLUTION NO. XX-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY AUTHORIZING AMENDMENT NO. 1 OF THE CONSTRUCTION CONTRACT FOR THE EAST CYPRESS ROAD WIDENING PROJECT (JERSEY ISLAND ROAD TO BETHEL ISLAND ROAD) – CAPITAL IMPROVEMENT PROJECT (CIP) NUMBER 302

WHEREAS, Sanbell prepared the plans and specifications for CIP Number 302 East Cypress Road Widening between Jersey Island Road to Bethel Island Road (Segments 3); and,

WHEREAS, on July 8, 2025, the City Council approved the construction contract with R&R Pacific Construction, Inc. for CIP 302 East Cypress Road Widening Project between Jersey Island Road to Bethel Island Road; and

WHEREAS, the third segment of the roadway widening project has progressed substantially within the last year despite the project encountering several significant challenges such as: environmental delays, unforeseen requirements from other agencies, utility conflicts, modifications to address issues arising from weather conditions, handling and phasing of dirt hauling and earthwork, and keeping the existing East Cypress Road traversable for the public; and

WHEREAS, to complete the project, the following remaining costs are anticipated: addressing remaining utility conflicts, adjusting a sanitary sewer force main vault connection, addition of braces to bioretention basins, modifications to signal pole foundations, finished grading necessary to address drainage flows, and additional asphalt quantities to maintain a traversable path along East Cypress Road; and,

WHEREAS, the total base bid for the third segment of the East Cypress Road Widening Project in the contract with R&R Pacific Construction, Inc. is $18,913,465.50 with a contingency of $2,000,000. At this time, staff is requesting an additional $985,000 for contingency to complete CIP 302; and,

BE IT RESOLVED, by the City Council of the City of Oakley approving Amendment No. 1 of the construction contract with R&R Pacific Construction, Inc. for the East Cypress Road Widening Project (Jersey Island Road to Bethel Island Road) – CIP 302 in the amount of $985,000 and authorizing the City Manager to execute the contract amendment.

PASSED AND ADOPTED by the City Council of the City of Oakley this 10th day of November 2026 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

APPROVED:

_____
Hugh Henderson, Mayor

ATTEST:

_____ _____
Kim Snodgrass, City Clerk Date

OAKLEY CALIFORNIA

DATE: November 10, 2026

TO: Joshua McMurray, City Manager

FROM: Ken Strelo, Community Development Director
Derek Cole, City Attorney

Approved and Forwarded to the City Council

SUBJECT: Data Centers (Ordinance to Ban the Use) (PLN-2026-1005) – Waive the First Reading and Introduce an Ordinance Banning the Use "Data Center" in All Zoning Districts

Summary

This is a City-initiated application, per direction of the City of Oakley City Council, requesting approval of a Rezone (PLN-2026-1005) to adopt an ordinance banning the use "Data Center" in all zoning districts within the City of Oakley ("Project"). "Data Center" as defined in the draft ordinance includes any size data center and encompasses other similar uses that may go by another name. In addition to banning the commercial use of data centers, the draft ordinance also includes language to prohibit the use, which as defined includes other similar uses, as a home-based business.

Background

JOINT WORK SESSIONS

The City Council and Planning Commission held two joint work sessions to discuss the topic of "Data Centers." The Planning Commission served in an advisory role to the City Council in both work sessions, and the City Council provided consensus direction to Staff on how to proceed. The first work session was held on July 21, 2026 and resulted in the City Council directing Staff to schedule a focused second joint work session to provide more information on effects of data centers on nearby residential uses and to provide draft language for an ordinance to ban the use. The second joint work session was held on September 15, 2026 and resulted in the City Council directing staff to proceed with public hearings with the Planning Commission and City Council to ban the use in all zoning districts, including prohibiting the use as a home-based business. The City Council also directed the City Attorney to provide additional language in the ordinance under a part titled "Avoidance of Unconstitutional Taking" to further strengthen the ordinance banning the use.

PLANNING COMMISSION RECOMMENDATION

On October 20, 2026, the City of Oakley Planning Commission held a public hearing on the matter and ultimately voted 4-0 with 1 abstention to adopt a resolution (Planning Commission Resolution No. 23-26) recommending the City Council adopt the proposed ordinance banning the use "Data Center" in all zoning districts and find the

project exempt from the California Environmental Quality Act. A specific reason for the abstention was not provided at the time of the votes. Two public comments were provided at the public hearing. One was submitted via the online portal. That commenter supported the ban and thanked the City Council, Planning Commission and City Staff for "taking the people's concerns seriously." The second public comment was provided verbally in person. That commenter questioned whether a "permanent" ban was a good idea given the global competition for AI dominance and a personal desire to not have their information controlled by a foreign government in the future. They felt the United States should not thwart data center development so the country could stay competitive in the advancement of AI. They requested that if a ban were to move forward, that it be temporary. It was pointed out by one Commissioner and confirmed by the City Attorney that while the proposed ban was not temporary in nature, such as with a moratorium, it did not tie the hands of future City Councils from modifying or removing the ban should technology or times change.

Proposed Ordinance

One component of the proposed ordinance would result in a zoning text amendment that will result in a new section titled, "Section 9.1.1246 Data Centers." under Article 12 (Special Land Uses) of Chapter 1 (Zoning) of Title 9 (Land Use Regulation) of the Oakley Municipal Code ("OMC"). There are five main subsections within the proposed ordinance as follows:

Subsection "(a) Purpose and Intent"

This subsection clarifies the overall purpose and intent of the ordinance and includes the findings for the ban.

Subsection "(b) Definition"

This subsection defines "Data Center" in a manner that captures all data centers of any size, electrical demand, computational capacity, or particular technology used to store, process, or transmit data, and by description of the operation so as to catch all similar uses that may operate under a different name. It clarifies that the definition includes equipment and infrastructure accessory or incidental to such use. It also includes a paragraph that excludes computer servers, telecommunications equipment, or data-processing equipment that are accessory and incidental to a principal use otherwise permitted on the property, where such equipment primarily supports the operations conducted on the same premises and does not constitute the principal use of the property.

Subsection "(c) Prohibition"

This subsection clarifies the ban applies to the use "data centers" as defined in subsection "b" and applies to all zoning districts within the City.

Subsection "(d) Existing Lawful Uses and Vested Rights"

This subsection is necessary to state that nothing in the section shall be construed to impair any vested right established under applicable law prior to the effective date of the ordinance, or to prohibit the continued operation of any lawfully established use to the extent such use is protected under applicable law. To date, there is no such legally established use within the City of Oakley, and since this proposed ordinance is expected to be effective prior to the expiration of the data center ban moratorium, there is no realistic chance an application could be filed prior to the proposed ordinance becoming effective; hence, there is no case where this subsection would be called upon to allow a data center in Oakley. Even if this ordinance were delayed beyond the expiration of the current moratorium, the moratorium could be extended for an additional 12 months to April 2028.

Subsection "(e) Avoidance of Unconstitutional Taking"

This subsection is necessary to allow a property owner due process should they propose that the ordinance has resulted in an unconstitutional taking of private property without just compensation. It prescribes the application requirements and clarifies that the burden of proof shall be on the property owner. The City Attorney has opined that the likelihood of an unconstitutional taking is low due to the various types of uses that could otherwise be permitted or conditionally permitted on any property for which a data center could be proposed. This subsection also clarifies that should any request be granted, that finding would apply only to the property in question and would not establish a precedent for any other property or authorize a data center on any other property within the City.

Parts 3 and 5 of Subsection "e" include additional language from that provided in the draft version presented at the September 15, 2026 focused second joint work session. This additional language was drafted by and is recommended by the City Attorney in response to a request by the City Council during the September 15, 2026 joint work session to strengthen the ordinance language addressing "Avoidance of Unconstitutional Taking".

HOME BUSINESS PROHIBITION

While the proposed ordinance clearly states the ban would apply to all zoning districts within the City, which would include residential zoning districts, the City Council directed Staff to explicitly prohibit the use as a home business. OMC Section 9.1.1120 Home Business Permits regulates how the City processes home business permits, which are businesses operated in a City of Oakley home and with a City of Oakley home address as the business location. Since home business applicants may not be aware of a stand-alone ordinance or use allowances in all zoning districts and would

most likely refer directly to business licenses and home business permit requirements and applications, the proposed ordinance also includes zoning text amendments to this section of the code to explicitly prohibit the use as defined in the proposed ordinance.

This prohibition would not dictate what a homeowner or resident may do within the confines of their home for personal use. It would only prohibit the homeowner or resident from obtaining a business license and home business permit to operate the use in the home. One example of how this could apply to a different type of use would be how a homeowner may own and restore a hobby car in their garage without any City approvals, but they could not operate a vehicle repair business out of their garage.

Analysis

Data Centers have existed for many decades. With the rapid emergence of generative artificial intelligence (AI), the speed and scale at which data centers are being proposed and constructed has outpaced regulation and caused concerns not only in Oakley, the state, or country, but globally. Many other cities, states, and countries are looking at ways to better regulate and create transparency surrounding the use and hold data center operators accountable for the burden of electricity and water use that the use requires. In the meantime, there is a growing concern amongst a non-negligible portion of the general populace, and this ordinance is a result of the Oakley City Council hearing those concerns from their constituents and acting accordingly.

On September 21, 2026, Governor Newsom signed seven data center-related bills into law. These bills focused on three main areas; ratepayer protections; resource disclosure; and environmental review.

- SB 886, SB 1186, and AB 2383: Shifting infrastructure costs for grid upgrades entirely away from residential ratepayers and onto data center developers;
- AB 1577, AB 2469, and AB 2619: Requiring monthly and transparency reporting for immense water and electricity usage;
- SB 887: Disqualifying data centers from fast-tracked CEQA environmental exemptions.

None of the bills mentioned above jeopardize the City's ability to ban the use. During legislative debates, lawmakers acknowledged that local communities were reacting to data centers by passing outright bans. They viewed the state's new regulatory framework as a way to help communities manage the strain of data centers if they choose to allow them, rather than a tool to force acceptance or prohibit bans. Currently there are no known bills in draft or on the Governor's desk that would prohibit cities

and counties from banning the use. Still, with the increase of the number of jurisdictions that have banned the use or are looking to ban the use, there is the potential that in the future the state may step in and mandate how local jurisdictions must process applications for data centers. If that time comes, the City may be required to amend the ordinance, accordingly. Until that time, adoption of this ordinance will serve to protect the well-being of Oakley residents and ensure the City of Oakley develops in a manner and with the uses the majority of the City Council sees best fit for its community.

California Environmental Quality Act ("CEQA")

The proposed project 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 prohibit a use. 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 by prohibiting a use. None of the circumstances described in CEQA Guidelines Section 15300.2 applies.

Findings

Draft findings can be found in the proposed ordinance.

Consistency with the Oakley Strategic Plan 27+

Adoption of an ordinance to ban a use is consistent with the goals in the section of the Oakley Strategic Plan 27+ titled, "Community and Economic Development Goal".

Fiscal Impact

This is a City-initiated application. Staff time and materials associated with preparation of this Staff Report packet are covered by the City's General Fund.

Staff Recommendation

Staff recommends the City Council waive the first reading and introduce the proposed ordinance approving the project and finding the action exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

Attachments

1. Notice of Public Hearing
2. Proposed Ordinance

OAKLEY
CALIFORNIA

NOTICE OF PUBLIC HEARING

Notice is hereby given that on **November 10, 2026, at 6:30 p.m.,** or as soon thereafter as the matter may be heard, the **City Council** 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 discussing the item described below:

Item Name: Data Centers (Ordinance to Ban the Use) – Adopt an Ordinance Banning the Use "Data Center" in All Zoning Districts

Location: City of Oakley, CA 94561 (no specific location; all zoning districts)

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

Request: This is a City-initiated application per direction of the City of Oakley City Council to adopt an ordinance banning the use "Data Center" in all zoning districts within the City of Oakley. "Data Center" as defined in the proposed ordinance includes any size data center and encompasses other similar uses that may go by a different name. In addition to banning the commercial use of data center, the proposed ordinance also includes language to prohibit the use, which as defined includes other similar uses, as a home-based business. On October 20, 2026, the City of Oakley Planning Commission adopted a resolution recommending the City Council adopt the proposed ordinance.

How to Review: The Staff Report and its attachments will be available for public review, on or before **November 5, 2026,** at City Hall, 3231 Main Street, Oakley, CA 94561 or online at https://www.oakleyca.gov/129/Agendas-Minutes by navigating to the **November 10, 2026, Regular Meeting of the City Council** agenda and clicking the project title link. Interested persons are invited to submit written comments prior to and may provide public comment at the Work Session. 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 Work Session described in this notice or in written correspondence delivered to the City of Oakley City Clerk at, or prior to, the Work Session.

ORDINANCE NO. -26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING A REZONE APPLICATION (PLN-2026-1005) CONSISTING OF ZONING TEXT AMENDMENTS FOR THE PURPOSES OF BANNING THE USE DEFINED AS "DATA CENTERS" IN ALL ZONING DISTRICTS THROUGH 1) AMENDMENTS TO SECTION 9.1.1120 (HOME BUSINESS PERMITS) UNDER ARTICLE 11 OF CHAPTER 1 OF TITLE 9 OF THE OAKLEY MUNICIPAL CODE, AND 2) ADDING A SECTION 9.1.1246 (DATA CENTERS) UNDER ARTICLE 12 OF CHAPTER 1 OF TITLE 9 OF THE OAKLEY MUNICIPAL CODE AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

WHEREAS, this is a City-initiated Rezone application requesting approval of a Rezone (PLN-2026-1005) to adopt an ordinance banning the use "Data Center" in all zoning districts within the City of Oakley ("Project"); and

WHEREAS, on April 14, 2026, the City Council adopted Ordinance No. 6-26 (Urgency Ordinance) imposing a temporary moratorium prohibiting the processing and approval of new data center land use applications within the City limits to allow for evaluation of the public health and environmental impacts and enactment of further and appropriate regulations concerning the same; and

WHEREAS, on May 12, 2026, the City Council adopted Ordinance No. 9-26 extending the moratorium adopted on April 14, 2026 for 10 months and 15 days to April 14, 2027; and

WHEREAS, on July 21, 2026, the City Council and Planning Commission held a joint work session to discuss the topic of data centers at which time the City Council directed Staff to hold a focused second joint work session and bring back additional information on the effects of data centers on nearby residential uses and to provide draft ordinance language supporting a citywide ban on the use; and

WHEREAS, on September 15, 2026, the City Council and Planning Commission held a focused second joint work session to discuss the topic of data centers at which time the City Council directed Staff to proceed with an ordinance to ban the use of data centers citywide and to also amend the zoning code to explicitly prohibit the use as a home business. The City Council also directed the City Attorney to add additional language to the draft ordinance presented to them at this work session; and

WHEREAS, pursuant to the City of Oakley's police power, the City Council of the City of Oakley has the authority to enact and enforce ordinances and regulations for the public peace, health, safety, and welfare of the City and its residents; and

WHEREAS, on October 20, 2026, the Planning Commission held a duly noticed public hearing to consider the proposed Rezone (PLN-2026-1005), received the staff report and staff presentation, received comments from the public and interested parties, and discussed the matter. Following the public hearing, the Planning Commission adopted Planning Commission Resolution No. 23-26 recommending the City Council adopt an ordinance approving the Project and finding the action exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3); and

WHEREAS, on or before October 21, 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, was mailed out to outside agencies and to parties requesting such notice, and was posted on the City's website; and

WHEREAS, on November 10, 2026, the City Council held a duly noticed public hearing to consider the proposed Ordinance, received the staff report and staff presentation, received comments from the public and interested parties, considered the recommendation of the Planning Commission and discussed the matter. At that meeting, the City Council introduced an ordinance to approve the Project and find the project exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3); 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 proposed project 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 prohibit a use. 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 by prohibiting a use. None of the circumstances described in CEQA Guidelines Section 15300.2 applies.

B. The Project complies with Measure J Growth Management requirements.

SECTION 3. Section 9.1.1246, titled “Data Centers,” is hereby added to Article 12 of Chapter 1 of Title 9 of the Oakley Municipal Code in its entirety, as follows:

“Section 9.1.1246 Data Centers.

a. Purpose and Intent.

1) Article XI, section 7 of the California Constitution authorizes the City to exercise its local police power by enacting ordinances and regulations not in conflict with general law. This police power includes the authority to regulate the use and development of land to protect and promote the public health, safety, and welfare.

2) The Oakley General Plan establishes policies intended to guide development in a manner that creates a balanced and desirable community, maintains and enhances the character and qualities of the community, and ensures that Oakley remains an economically viable City. The General Plan promotes a combination of employment and residential uses that provide both jobs and housing for Oakley's residents and directs the City to consider the fiscal impacts of development to ensure adequate financial resources to fund public services, facilities, projects, and programs.

3) The General Plan establishes a goal of promoting economic growth within Oakley to ensure that employment opportunities and goods and services are available within the community. In furtherance of this goal, the General Plan encourages the development and intensification of employment centers, including professional office campuses, business parks, and industrial parks, and directs the City to ensure that adequate land remains available to accommodate desired industrial development.

4) Land within the City that is suitable and designated for commercial, business park, light industrial, and other employment-generating uses is a finite resource. The City has a substantial interest in ensuring that such land is developed with uses that advance the City's long-term objectives for employment, economic development, fiscal sustainability, and the provision of goods and services to Oakley residents.

5) Data Centers are a distinct land use with operational and infrastructure characteristics that differ substantially from conventional office, commercial, business park, light industrial, and warehouse uses. Depending upon their size, design, and operations, Data Centers may require substantial and continuous supplies of electricity, specialized electrical infrastructure, extensive cooling systems, backup power generation, telecommunications infrastructure, and other specialized equipment and facilities.

6) Large-scale Data Centers may occupy substantial buildings and parcels of land while generating relatively few permanent on-site employment opportunities in comparison with other commercial, professional office, research and development, manufacturing, light industrial, and other employment-generating uses that could occupy the same property. The City Council finds that the use of the City's limited supply of employment-designated land for Data Centers would not further the City's land use and economic development objectives to the same extent as uses that provide greater opportunities for local employment, economic activity, and the provision of goods and services to the community.

7) Data Centers, particularly large-scale, hyperscale, cloud-computing, and artificial-intelligence computing facilities, may require substantial quantities of electricity on a continuous basis. Such facilities may require the construction or expansion of electrical substations, transmission facilities, transformers, backup power systems, and other electrical infrastructure. The City has a legitimate interest in preserving available utility and infrastructure capacity to serve existing residents and businesses and future development consistent with the City's General Plan and economic development objectives.

8) Certain Data Centers utilize water-based cooling systems and may require substantial quantities of water. Oakley is located within the Sacramento-San Joaquin Delta and has a substantial interest in the prudent management of water resources and in ensuring that available water supplies and infrastructure are sufficient to serve existing and future residents, businesses, and other development contemplated by the General Plan.

9) Data Centers commonly utilize emergency or backup power systems, which may include diesel- or natural-gas-powered generators, battery energy storage systems, and associated fuel storage. The operation and periodic testing of such systems, together with continuously operating cooling, ventilation, and electrical equipment, may result in noise, air pollutant emissions, greenhouse gas emissions, and other effects on surrounding properties and the community.

10) Data Centers may incorporate substantial electrical infrastructure, battery energy storage systems, backup generators, fuel storage, cooling equipment, and specialized fire-suppression systems. Such facilities may present specialized fire, hazardous material, and emergency-response considerations and may create additional demands upon public safety and emergency-response services.

11) The infrastructure necessary to serve a Data Center may extend beyond the boundaries of the parcel upon which the facility is located and may require new or expanded electrical, water, telecommunications, transportation, or other public or private infrastructure. The City Council finds that the appropriate allocation of

the City's existing and future infrastructure capacity is an important component of the City's long-term land use and economic development planning.

12) Data Centers are energy-intensive land uses, and large-scale Data Centers may require electrical loads of 10 megawatts or more, with the largest facilities requiring substantially greater electrical capacity. Such facilities may require the construction or expansion of electrical substations, transmission facilities, transformers, backup power systems, and other electrical infrastructure. The City has a legitimate interest in preserving available utility and infrastructure capacity to serve existing residents and businesses and future development consistent with the City's General Plan and economic development objectives.

13) Rapid growth in cloud computing, artificial intelligence, machine learning, cryptocurrency and blockchain applications, and other computationally intensive technologies has increased demand for Data Centers and has resulted in facilities of substantially greater size, electrical demand, and computational capacity than traditional computer server rooms and data-processing facilities. The City Council finds that these large-scale facilities constitute a land use distinct from the computer and telecommunications equipment customarily accessory to commercial, office, governmental, institutional, and industrial uses.

14) The City Council recognizes that computer servers, networking equipment, telecommunications equipment, and digital data-processing equipment are routinely necessary to the operation of businesses, governmental agencies, educational institutions, medical facilities, and other uses permitted within the City. This Ordinance is not intended to prohibit such equipment when it is accessory and incidental to an otherwise permitted principal use and primarily supports activities conducted on the same premises.

15) The City has made substantial efforts to encourage business investment, commercial development, light industrial development, entrepreneurship, and employment opportunities within Oakley. The City Council finds that preserving suitable land and infrastructure capacity for uses that generate employment opportunities, provide goods and services, diversify the City's economic base, and otherwise advance the City's economic development objectives is an important component of the City's long-term planning strategy.

16) The City Council finds that the substantial land, electrical, water, and infrastructure demands potentially associated with Data Centers, considered together with their operational characteristics and comparatively limited generation of permanent on-site employment, make Data Centers inconsistent with the City's objectives for the use of its limited commercial, business park, industrial, and employment-generating lands.

17) The City Council further finds that the concerns associated with Data Centers arise from characteristics inherent in the use itself and are not limited to any particular zoning district or location within the City. Accordingly, establishing a uniform citywide prohibition against Data Centers is preferable to allowing such facilities through conditional use permits, planned development approvals, determinations of similar use, or other discretionary land use approvals.

18) Based upon the foregoing, the City Council finds and determines that Data Centers are not an appropriate land use within the City of Oakley and that prohibiting Data Centers as a principal land use in all zoning districts is consistent with the General Plan and constitutes a reasonable exercise of the City's land use authority and police power to protect and promote the public health, safety, and welfare.

b. Definition. For the purposes of this section, “Data Center” means a building, portion of a building, group of buildings, or other facility whose primary purpose is to house computer servers, data-processing equipment, digital storage equipment, networking equipment, or similar electronic equipment used for the remote storage, processing, management, transmission, or distribution of digital data or information. The term includes, but is not limited to, facilities commonly referred to as Data Centers, server farms, cloud-computing facilities, hyperscale Data Centers, colocation facilities, cryptocurrency or blockchain computing facilities, and artificial-intelligence computing or processing facilities.

   A facility may constitute a Data Center regardless of its size, electrical demand, computational capacity, or the particular technology used to store, process, or transmit data.

   A Data Center includes equipment and infrastructure accessory or incidental to such use, including cooling and ventilation systems, electrical substations and transformers, generators and other backup power systems, battery energy storage systems, water storage or cooling facilities, telecommunications equipment, and related security and fire-suppression systems.

   A Data Center does not include computer servers, telecommunications equipment, or data-processing equipment that are accessory and incidental to a principal use otherwise permitted on the property, where such equipment primarily supports the operations conducted on the same premises and does not constitute the principal use of the property.

c. Prohibition. Data Centers, as defined in subsection (b), are prohibited uses in all zoning districts within the City and shall not be established, constructed, operated, or maintained within the City. A Data Center shall not be permitted as a principal, accessory, conditional, similar, or unlisted use in any zoning district.

d. Existing Lawful Uses and Vested Rights. Nothing in this section shall be construed to impair any vested right established under applicable law prior to the effective date of this section or to prohibit the continued operation of any lawfully established use to the extent such use is protected under applicable law.

e. Avoidance of Unconstitutional Taking.

1) Notwithstanding any other provision of this section, a property owner may apply for an exception from the prohibition against Data Centers if the owner contends that application of the prohibition to the owner's property would result in a taking of private property without just compensation in violation of the United States Constitution or California Constitution. The sole purpose of this section is to provide such relief as may be constitutionally required, and this section shall not be construed to authorize an exception based upon economic hardship, inconvenience, project desirability, or other circumstances that do not establish an unconstitutional taking.

2) The property owner shall submit an application in a form prescribed by the City and shall bear the burden of establishing, based upon clear and convincing evidence, that application of the prohibition against Data Centers to the property would result in an unconstitutional taking. The application shall include all information reasonably required by the City to evaluate the claim, including information concerning the owner's acquisition and use of the property, the property's existing and potential uses, applicable land use regulations, the economic use and value of the property with and without the requested exception, and any other information relevant to the claimed taking.

3) The City Council shall grant an exception only if it finds, based upon clear and convincing evidence in the record, that application of the prohibition against Data Centers to the property would result in a taking of private property without just compensation in violation of the United States Constitution or California Constitution. In applying this subsection, the City Council shall strictly consider only factors that federal and California courts consider in determining if local land use enactments effect a taking as a matter of law. The applicant’s and applicant’s predecessors’ efforts, if any, to use, develop, convey, lease, or authorize the occupancy of the property, for however long, shall not alone be bases for a City Council finding under this subsection but shall instead be considerations only to the extent applicable judicial precedent requires their consideration.

4) If the City Council makes the finding required by subsection (e)(3), it shall grant only the minimum exception from this section necessary to avoid the unconstitutional taking. The City Council may impose reasonable conditions upon the exception to ensure that the relief granted does not exceed that which

is constitutionally required and to minimize adverse impacts upon surrounding properties and the public health, safety, and welfare.

5) Nothing in this subsection (e) shall require the City to authorize a Data Center merely because such use would be more profitable or economically beneficial than uses otherwise permitted on the property. An exception shall not be granted unless the property owner establishes with clear and convincing evidence that application of the prohibition, taking into consideration the uses of the property otherwise permitted by applicable law, and strictly in accordance with applicable federal and California judicial precedent, would result in an unconstitutional taking.

6) An exception granted pursuant to this section shall apply only to the particular property and circumstances upon which the exception was based and shall not constitute an amendment to this section, establish a precedent for any other property, or authorize a Data Center on any other property within the City."

SECTION 4. Section 9.1.1120, titled "Home Business Permits," of Article 11 of Chapter 1 of Title 9 of the Oakley Municipal Code is hereby amended through the addition of subparagraph "16" to paragraph "ii" of part "c" and paragraph "5" of part "d", as follows (added text in quotes):

9.1.1120 Home Business Permits

c. Requirements

ii. The Home-Based Business shall not:

"16. Result in operation of a "Data Center" as defined in Oakley Municipal Code Section 9.1.1246."

d. Large Lot Residential Sites (R-40 or greater). On parcels Zoned R-40 or greater, minor deviations from the above standards may be granted where it can be demonstrated that the home-based business will not impact adjoining properties and the integrity of the residential neighborhood. For example, a minor deviation may be granted to allow for a limited quantity of outdoor storage on a large lot where the material would not be visible from adjoining properties. In order to process a minor deviation:

"5. A minor deviation per this subsection shall not be considered for a "Data Center" as defined in Oakley Municipal Code Section 9.1.1246."

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 the City of Oakley on this [DAY] day of [MONTH] 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

OAKLEY
CALIFORNIA

DATE: November 10, 2026

Approved and Forwarded to the City Council

TO: Joshua McMurray, City Manager

FROM: Ken Strelo, Community Development Director

SUBJECT: Zoning Text Amendments (PLN-2026-1004) – Waive the First Reading and Adopt an Ordinance Including Density Ranges and Additional Clarity in Certain Zoning Districts within Chapter 1 of Title 9 of the Oakley Municipal Code

Summary

This is a City-initiated application requesting approval of a Rezone (PLN-2026-1004) consisting of zoning text amendments to include density ranges and additional clarity within certain zoning districts found in the Zoning Code (Chapter 1 of Title 9 of the Oakley Municipal Code ("OMC")) ("Project"). The amendments will match the zoning district densities to the applicable established densities in the Oakley General Plan and will apply to the following zoning districts: AL (Limited Agricultural) District, R-6 through R-40 (Single-Family Residential) Districts, and MH (Mobile Home Residential) District. On October 20, 2026, the City of Oakley Planning Commission adopted a resolution recommending the City Council adopt the proposed ordinance.

Background

The City of Oakley has historically implemented residential densities per the applicable General Plan land use designation on a given property. With the increasing number of housing laws being passed, some of which have led to the state making interpretations of local codes based on their interpretation of state law if they feel there is ambiguity, it is the City's goal to eliminate as much ambiguity as possible. Whether an applicant first looks at the zoning ordinance or General Plan, by including the applicable density ranges in the zoning code in a manner that matches the applicable General Plan land use designation densities, they will know the allowable density range of a given piece of land in either case. This will increase transparency in how density applies to a given parcel and reduce the likelihood that the City's method of establishing the maximum development potential of a property is determined by a state department in a manner not intended by the City of Oakley zoning code or the General Plan.

PLANNING COMMISSION PUBLIC HEARING

On October 20, 2026, the application was presented to the Planning Commission as a public hearing item. The role of the Planning Commission at that hearing was to receive the Staff Report from Staff, and public testimony from the applicant, public, and any interested parties, and make a recommendation to the City Council on the

project. At the end of that public hearing, the Planning Commission adopted Planning Commission Resolution 24-26 recommending the City Council adopt an ordinance approving the project and finding the project exempt from the California Environmental Quality Act. A copy of the adopted resolution is included as an attachment to this Staff Report.

Zoning Text Amendments Descriptions

The amendments to the zoning code text will be focused in a subsection currently titled "Lot Requirements" in each applicable zoning district type. The following bullet list provides a summary of the amendments that are proposed. Staff has included a draft ordinance that would eventually be presented to the City Council for consideration and a tracked changes document of the applicable subsections. Both are included as attachments to this Staff Report with the draft ordinance included as Exhibit "A" to the proposed resolution.

SUMMARY OF AMENDMENTS

- Include definitions for Gross Acres and Net Acres (to be codified as "Acres, Gross" and "Acres, Net").
- The applicable subsection titles for "Lot Requirements" will be renamed to "Lot Requirements and Densities".
- The Lot Requirements (Minimum Lot Area, Minimum Lot width, and Minimum Lot Depth) will be clarified so there is no ambiguity of their purpose to serve as development standards intended to regulate physical development, scale, lot configuration, and site design, and not be used to independently establish a maximum residential density permitted on a site above that established in the General Plan.
- Density ranges will be provided for each applicable zoning district. Some zoning districts may be compatible with more than one General Plan land use designation. In those cases, all applicable densities are spelled out in clear detail.
- Example of a density clarification for a residential district compatible with more than one land use designation (du/ga = dwelling units per gross acre):
    - R-6 District: 5.5-9.6 du/ga for parcels zoned R-6 District with an underlying General Plan Land Use Designation of Residential Medium ("RM"); 3.8-5.5 du/ga for parcels zoned R-6 District with an underlying General Plan Land Use Designation of Residential Low Medium ("RLM").

California Environmental Quality Act ("CEQA")

The proposed project 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 clarify the allowable density of a given zoning district by explicitly stating the applicable density as governed by the General Plan within the zoning code text. 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.

Findings

Draft findings can be found in the proposed resolution.

Consistency with the Oakley Strategic Plan 27+

Approval of this application 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

No fiscal impact is associated with the preparation of this staff report and accompanying attachments. Costs associated with amending the Zoning Code on City-initiated projects, including staff time associated with this zoning text amendment, are funded through the City's General Fund.

Staff Recommendation

Staff recommends that the City Council waive the first reading and introduce the proposed ordinance approving the project and finding the action exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

Attachments

1. Notice of Public Hearing
2. Summary of all Zoning Text Amendments (Tracked Changes)
3. Proposed Ordinance

OAKLEY
CALIFORNIA

NOTICE OF PUBLIC HEARING

Notice is hereby given that on **November 10, 2026, at 6:30 p.m.,** or as soon thereafter as the matter may be heard, the **City Council** 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 discussing the item described below:

Item Name: Zoning Text Amendments (PLN-2026-1004) – Adopt an Ordinance Including Density Ranges and Additional Clarity in Certain Zoning Districts within Chapter 1 of Title 9 of the Oakley Municipal Code

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

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

Request: This is a City-initiated application requesting approval of a Rezone (PLN-2026-1004) consisting of zoning text amendments to include density ranges and additional clarity within certain zoning districts found in the Zoning Code (Chapter 1 of Title 9 of the Oakley Municipal Code ("OMC") ("Project"). The amendments will match the zoning district densities to the applicable established densities in the Oakley General Plan and will apply to the following zoning districts: AL (Limited Agricultural) District, R-6 through R-40 (Single-Family Residential) Districts, and MH (Mobile Home Residential) District. On October 20, 2026, the City of Oakley Planning Commission adopted a resolution recommending the City Council adopt the proposed ordinance.

How to Review: The Staff Report and its attachments will be available for public review, on or before **November 5, 2026,** at City Hall, 3231 Main Street, Oakley, CA 94561 or online at https://www.oakleyca.gov/129/Agendas-Minutes by navigating to the **November 10, 2026, Regular Meeting of the City Council** agenda and clicking the project title link. Interested persons are invited to submit written comments prior to and may provide public comment at the Work Session. 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 Work Session described in this notice or in written correspondence delivered to the City of Oakley City Clerk at, or prior to, the Work Session.

Tracked Changes of Amendments to Oakley Municipal Code Sections 9.1.202, 9.1.402, 9.1.404, and 9.1.408 (Zoning Text Amendments in red underline (added) and red ~~strikethrough~~ (deleted)) – Rezone (PLN-2026-1004)

Oakley Municipal Code

Section 9.1.202 Definitions Generally.

b. Words and Phrases Defined.

110. **"Acre(s), Gross"**

A measure of total land area of any lot or parcel including future streets, parks, and other land dedications. "Acre(s), Gross" does not include adjacent right of way that is not within the boundaries of the subject lot or parcel.

111. **"Acre(s), Net"**

The gross acreage of a site, excluding the following:

a. Land to be dedicated for required easements for vehicles and rights-of-way, either public or private;

b. Land determined to be hazardous and unbuildable;

c. Land to be dedicated for schools and parks or other facilities dedicated for public use.

Section 9.1.402 Limited Agricultural District (AL)

e. Lot Requirements and Densities.

1). Uses allowable under subsection (b) and (c) of this section are allowed only on lots which equal or exceed all of the following:

Minimum Lot Requirements	Limited Agriculture (AL)[1]
Lot Area (in square feet)	43,560 – 435,600 (1 – 10 acres)
Lot Width	100 feet
Lot Depth	200 feet

2). Minimum Lot Requirements (Lot Area, Lot Width, and Lot Depth) are development standards intended to regulate physical development, scale, lot configuration, and site design. These standards shall not independently establish or increase the maximum residential density permitted on a site.

3). The following residential density range is a zoning standard applicable to parcels within the AL District. The minimum and maximum number of dwelling units permitted on a site, prior to application of any density bonus or other entitlement under State law, shall be calculated using the minimum and maximum dwelling units per gross acre ("du/ga") density identified below for the AL District and applicable General Plan land use designation.

a). AL District: 0.1-1.0 du/ga for parcels zoned AL District with an underlying General Plan Land Use Designation of Agricultural Limited (AL).

Notes:

1. Existing Legal Lots Excepted. Any single lot legally created in an AL district before the effective date of this Zoning Ordinance, at least forty thousand (40,000) square feet in area may be used as provided in subsection (b) and (c) of this section.

Section 9.1.404 Single-Family Residential Districts (R-6; R-7; R-10; R-12; R-15; R-20; R-40)

e. Lot Requirements and Densities.

1). Single-family dwellings or other structures permitted under this section may not be erected or placed on a lot with less than the following minimum requirements:

Minimum Lot Requirements	R-6	R-7	R-10	R-12	R-15	R-20	R-40
Lot Area (in square feet)	6,000	7,000	10,000	12,000	15,000	20,000	40,000
Lot Width (in feet)	60	60	60	70	70	80	140
Lot Depth (in feet)	80	90	100	100	100	120	140

2). Minimum Lot Requirements (Lot Area, Lot Width, and Lot Depth) are development standards intended to regulate physical development, scale, lot configuration, and site design. These standards shall not independently establish or increase the maximum residential density permitted on a site.

3). The following residential density ranges are zoning standards applicable to parcels within each R District. The minimum and maximum number of dwelling units permitted on a site, prior to application of any density bonus or other entitlement under State law, shall be calculated using the minimum and maximum dwelling units per gross acre ("du/ga") density identified below for each R District and applicable General Plan land use designation(s).

a). R-6 District: 5.5-9.6 du/ga for parcels zoned R-6 District with an underlying General Plan Land Use Designation of Residential Medium ("RM"); 3.8-5.5 du/ga for parcels zoned R-6 District with an underlying General Plan Land Use Designation of Residential Low Medium ("RLM");

b). R-7 District: 3.8-5.5 du/ga for parcels zoned R-7 District with an underlying General Plan Land Use Designation of Residential Low Medium ("RLM");

c). R-10 District: 3.8-5.5 du/ga for parcels zoned R-10 District with an underlying General Plan Land Use Designation of Residential Low Medium ("RLM"); 2.3-3.8 du/ga for parcels zoned R-10 District with an underlying General Plan Land Use Designation of Residential Low ("RL");

d). R-12 District: 2.3-3.8 du/ga for parcels zoned R-12 District with an underlying General Plan Land Use Designation of Residential Low ("RL"); 0.8-2.3 du/ga for parcels zoned R-12 District with an underlying General Plan Land Use Designation of Residential Very Low ("RV");

e). R-15 District: 2.3-3.8 du/ga for parcels zoned R-15 District with an underlying General Plan Land Use Designation of Residential Low ("RL"); 0.8-2.3 du/ga for parcels zoned R-15 District with an underlying General Plan Land Use Designation of Residential Very Low ("RV");

f). R-20 District: 0.8-2.3 du/ga for parcels zoned R-20 District with an underlying General Plan Land Use Designation of Residential Very Low ("RV"); and

g). R-40 District: 0.2-1.0 du/ga for parcels zoned R-40 District with an underlying General Plan Land Use Designation of Rural Residential ("RR"); 0.1-1.0 du/ga for parcels zoned R-40 District with an underlying General Plan Land Use Designation of Agricultural Limited (AL).

Section 9.1.408 Mobile Home Residential District (MH)

e. Lot Requirements and Density.

1). ~~Area, Width, and Depth.~~ All mobile home parks shall have clearly designated sites for each mobile home with the following minimum requirements.

Minimum Lot Requirements	Mobile Home Sites
Lot Area (in square feet)[2]	2500
Lot Width	50
Lot Depth	50

2). Minimum Lot Requirements (Lot Area, Lot Width, and Lot Depth) are development standards intended to regulate physical development, scale, lot configuration, and site design. These standards shall not independently establish or increase the maximum residential density permitted on a site.

3). The following residential density range is a zoning standard applicable to parcels within the MH District. The minimum and maximum number of dwelling units permitted on a site, prior to application of any density bonus or other entitlement under State law, shall be calculated using the minimum and maximum dwelling units per gross acre ("du/ga") density identified below for the MH District and applicable General Plan land use designation.

a). MH District: 5.5-9.6 du/ga for parcels zoned MH District with an underlying General Plan Land Use Designation of Residential Mobile Home (RMH).

Notes:

1. All mobile home sites shall be permanently and conspicuously numbered.

2. The Planning Commission may require minimum mobile home sites greater than 2,500 square feet where mobile homes larger than 720 square feet are to be accommodated. At no time shall a mobile home, including all appurtenant structures such as attached awnings, cabanas, ramadas and storage buildings occupy more than 75 percent of the mobile home site.

ORDINANCE NO. -26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING A REZONE APPLICATION (PLN-2026-1004) CONSISTING OF ZONING TEXT AMENDMENTS TO INCLUDE DENSITY RANGES AND ADDITIONAL CLARITY IN CERTAIN ZONING DISTRICTS WITHIN CHAPTER 1 OF TITLE 9 OF THE OAKLEY MUNICIPAL CODE AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

WHEREAS, this is a City-initiated application requesting approval of a Rezone (PLN-2026-1004) consisting of zoning text amendments to include density ranges and additional clarity within certain zoning districts found in the Zoning Code (Chapter 1 of Title 9 of the Oakley Municipal Code ("OMC")) ("Project"); and

WHEREAS, on October 20, 2026, the Planning Commission held a duly noticed public hearing to consider the proposed Rezone (PLN-2026-1004), received the staff report and staff presentation, received comments from the public and interested parties, and discussed the matter. Following the public hearing, the Planning Commission adopted Planning Commission Resolution No. 24-26 recommending the City Council adopt an ordinance approving the Project and finding the action exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3); and

WHEREAS, on or before October 21, 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, was mailed out to outside agencies and to parties requesting such notice, and was posted on the City's website; and

WHEREAS, on November 10, 2026, the City Council held a duly noticed public hearing to consider the proposed Ordinance, received the staff report and staff presentation, received comments from the public and interested parties, considered the recommendation of the Planning Commission and discussed the matter. At that meeting, the City Council introduced an ordinance to approve the Project; 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 proposed project 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 clarify the allowable density of a given zoning district by explicitly stating the applicable density as governed by the General Plan within the zoning code text. 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. Approval of the Project will result in additional clarity in the applicable sections of zoning code and will serve to eliminate as much ambiguity or potential for misinterpretation of the zoning code as possible.

C. The Project complies with Measure J Growth Management requirements.

SECTION 3. Section 9.1.202, titled "Definitions Generally," of Article 2 of Chapter 1 of Title 9 of the Oakley Municipal Code is hereby amended by adding paragraphs "110" and "111" to subsection "b" as follows:

b. Words and Phrases Defined.

"110. "Acre(s), Gross"

A measure of total land area of any lot or parcel including future streets, parks, and other land dedications. "Acre(s), Gross" does not include adjacent right of way that is not within the boundaries of the subject lot or parcel.

111. "Acre(s), Net"

The gross acreage of a site, excluding the following:

a. Land to be dedicated for required easements for vehicles and rights-of-way, either public or private;

b. Land determined to be hazardous and unbuildable;

c. Land to be dedicated for schools and parks or other facilities dedicated for public use."

SECTION 4. Section 9.1.402, titled "Limited Agricultural District (AL)," of Article 4 of Chapter 1 of Title 9 of the Oakley Municipal Code is hereby amended by revising subsection "e" as follows:

"e. Lot Requirements and Densities.

1). Uses allowable under subsection (b) and (c) of this section are allowed only on lots which equal or exceed all of the following:

Minimum Lot Requirements	**Limited Agriculture (AL)[1]**
Lot Area (in square feet)	43,560 – 435,600 (1 – 10 acres)
Lot Width	100 feet
Lot Depth	200 feet

2). Minimum Lot Requirements (Lot Area, Lot Width, and Lot Depth) are development standards intended to regulate physical development, scale, lot configuration, and site design. These standards shall not independently establish or increase the maximum residential density permitted on a site.

3). The following residential density range is a zoning standard applicable to parcels within the AL District. The minimum and maximum number of dwelling units permitted on a site, prior to application of any density bonus or other entitlement under State law, shall be calculated using the minimum and maximum dwelling units per gross acre ("du/ga") density identified below for the AL District and applicable General Plan land use designation.

a). AL District: 0.1-1.0 du/ga for parcels zoned AL District with an underlying General Plan Land Use Designation of Agricultural Limited (AL).

Notes:

1. Existing Legal Lots Excepted. Any single lot legally created in an AL district before the effective date of this Zoning Ordinance, at least forty thousand (40,000) square feet in area may be used as provided in subsection (b) and (c) of this section."

SECTION 5. Section 9.1.404, titled "Single-Family Residential Districts (R-6; R-7; R-10; R-12; R-15; R-20; R-40)," of Article 4 of Chapter 1 of Title 9 of the Oakley Municipal Code is hereby amended by revising subsection "e" as follows:

"e. Lot Requirements and Densities.

1). Single-family dwellings or other structures permitted under this section may not be erected or placed on a lot with less than the following minimum requirements:

Minimum Lot Requirements	R-6	R-7	R-10	R-12	R-15	R-20	R-40
Lot Area (in square feet)	6,000	7,000	10,000	12,000	15,000	20,000	40,000
Lot Width (in feet)	60	60	60	70	70	80	140
Lot Depth (in feet)	80	90	100	100	100	120	140

2). Minimum Lot Requirements (Lot Area, Lot Width, and Lot Depth) are development standards intended to regulate physical development, scale, lot configuration, and site design. These standards shall not independently establish or increase the maximum residential density permitted on a site.

3). The following residential density ranges are zoning standards applicable to parcels within each R District. The minimum and maximum number of dwelling units permitted on a site, prior to application of any density bonus or other entitlement under State law, shall be calculated using the minimum and maximum dwelling units per gross acre ("du/ga") density identified below for each R District and applicable General Plan land use designation(s).

a). R-6 District: 5.5-9.6 du/ga for parcels zoned R-6 District with an underlying General Plan Land Use Designation of Residential Medium ("RM"); 3.8-5.5 du/ga for parcels zoned R-6 District with an underlying General Plan Land Use Designation of Residential Low Medium ("RLM");

b). R-7 District: 3.8-5.5 du/ga for parcels zoned R-7 District with an underlying General Plan Land Use Designation of Residential Low Medium ("RLM");

c). R-10 District: 3.8-5.5 du/ga for parcels zoned R-10 District with an underlying General Plan Land Use Designation of Residential Low Medium ("RLM"); 2.3-3.8 du/ga for parcels zoned R-10 District with an underlying General Plan Land Use Designation of Residential Low ("RL");

d). R-12 District: 2.3-3.8 du/ga for parcels zoned R-12 District with an underlying General Plan Land Use Designation of Residential Low ("RL"); 0.8-2.3 du/ga for parcels zoned R-12 District with an underlying General Plan Land Use Designation of Residential Very Low ("RV");

e). R-15 District: 2.3-3.8 du/ga for parcels zoned R-15 District with an underlying General Plan Land Use Designation of Residential Low ("RL"); 0.8-2.3 du/ga for parcels zoned R-15 District with an underlying General Plan Land Use Designation of Residential Very Low ("RV");

f). R-20 District: 0.8-2.3 du/ga for parcels zoned R-20 District with an underlying General Plan Land Use Designation of Residential Very Low ("RV"); and

g). R-40 District: 0.2-1.0 du/ga for parcels zoned R-40 District with an underlying General Plan Land Use Designation of Rural Residential ("RR"); 0.1-1.0 du/ga for parcels zoned R-40 District with an underlying General Plan Land Use Designation of Agricultural Limited (AL)."

SECTION 6. Section 9.1.408, titled "Mobile Home Residential District (MH)," of Article 4 of Chapter 1 of Title 9 of the Oakley Municipal Code is hereby amended by revising subsection "e" as follows:

"e. Lot Requirements and Densities.

1). All mobile home parks shall have clearly designated sites for each mobile home with the following minimum requirements.

Minimum Lot Requirements	**Mobile Home Sites**
Lot Area (in square feet)[2]	2,500
Lot Width	50
Lot Depth	50

2). Minimum Lot Requirements (Lot Area, Lot Width, and Lot Depth) are development standards intended to regulate physical development, scale, lot configuration, and site design. These standards shall not independently establish or increase the maximum residential density permitted on a site.

3). The following residential density range is a zoning standard applicable to parcels within the MH District. The minimum and maximum number of dwelling units permitted on a site, prior to application of any density bonus or other entitlement under State law, shall be calculated using the minimum and maximum dwelling units per gross acre ("du/ga") density identified below for the MH District and applicable General Plan land use designation.

a). MH District: 5.5-9.6 du/ga for parcels zoned MH District with an underlying General Plan Land Use Designation of Residential Mobile Home (RMH).

Notes:

1. All mobile home sites shall be permanently and conspicuously numbered.

2. The Planning Commission may require minimum mobile home sites greater than 2,500 square feet where mobile homes larger than 720 square feet are to be accommodated. At no time shall a mobile home, including all appurtenant structures such as attached awnings, cabanas, ramadas and storage buildings occupy more than 75 percent of the mobile home site."

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.

(Voting block and signatures continued on next page)

PASSED AND ADOPTED by the City Council of the City of Oakley on this [DAY] day of [MONTH] 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

STAFF REPORT

OAKLEY
CALIFORNIA

DATE: November 10, 2026

TO: Joshua McMurray, City Manager

FROM: Jose Cortez, Senior Planner

Approved and Forwarded to the City Council

SUBJECT: Peixoto Ranch Subdivision 9723 (RZ 2025-005, FDP 2025-003, TM 2025-003, DR 2025-007) – Continuance to date certain of January 26, 2027 (Regular City Council Meeting)

Summary

This public hearing item was duly noticed and scheduled for the November 10, 2026 Regular City Council Meeting. On October 26, 2026, the Applicant requested that the item be continued to a later date. Staff is recommending the item be continued to January 26, 2027.

The City Council's 2027 regular meeting calendar has not yet been adopted. However, it is the City's standard policy to hold regular City Council meetings on the second and fourth Tuesdays of each month, unless only one meeting is scheduled for that month. Under this policy, January 26, 2027, the fourth Tuesday of the month, is expected to be a Regular City Council Meeting date. Should January 26, 2027 not be included as a Regular City Council Meeting date as part of the approved 2027 City Council Meeting Calendar, the item will be re-noticed in compliance with state law.

Fiscal Impact

The continuance of this item will not impact the General Fund. All staff time and City of Oakley generated materials are charged to the developer funded account.

Staff Recommendation

Staff recommends that the City Council continue the item to the January 26, 2027 Regular City Council Meeting.

OAKLEY
CALIFORNIA

Approved and Forwarded to the City Council

DATE: November 10, 2026
TO: City Council
FROM: Joshua McMurray, City Manager
SUBJECT: Adopt a Resolution Approving the Second Amendment to the Design-Build Agreements with Woodland Construction Builders, Inc for the Design and Construction of the New Oakley Library and Community Center and Authorizing the City Manager to Execute the Amendment and Adopt a Resolution approving the Amended Reciprocal Access Easement, Utility Easement and Parking Agreement (APN's 035-090-075, 035-090-076,035-090-078 & 035-090-081)

Background and Analysis

Design-Build Agreement

The background for this item is contained in the staff report from February 10, 2026 (which includes the Staff Report from September 23, 2025), attached to this report. The project was explained in detail and broken into three phases and it mentioned the need to come back to the City Council two more times to amend the contract for the different phases of the project. For reference, Phase 1 was Validation and intended to develop a concept design, Phase 2 was detailed design through permitting, and Phase 3 is the construction phase. The City Council approved the first amendment to the design-build agreement on February 10, 2026. This item before the City Council is the second amendment.

The final bid documents were prepared in Phase 2 and Woodland Construction Builders bid the project on September 30, 2026. They received great subcontractor coverage with multiple bids per trade. They ended up receiving approximately 200 bids in all. At the end of the bid process, the project as designed will total approximately $14,350,000. The portions of the project that exceeded earlier estimates related to the double mat foundation that is needed due to soil conditions and the lighting/electrical package for the facility. That total budget also includes fees and other services the City has contracted for and agreed to pay for the project, like site demolition, plan review and soil testing. The total amount also includes the $250,000 for the generator that we received funding from through Representative Josh Harder's office. Since that $250,000 has not been received, we are accounting for the cost of the generator in the project now and will reimburse the City fund when that money is received. The total is $1,350,000 more than what the City had budgeted for project. After reviewing the numbers with Staff and the project team, the collective thought is that it will cost more money, take more time which will end us costing the City more money to redesign the project to get the total to the current budget. With that said, Staff is requesting an additional $1,350,000 to bring the total project funding to $14,350,000. That additional $1,350,000 would be budgeted from a combination of earned ARPA interest, Public Facilities and Park Impact fees, and

undesignated fund balance from the General Fund, which is detailed in the fiscal impact section of the Staff Report.

Staff is requesting the City Council approve this second amendment to the design-build agreement (through the change order attached) that will allow construction to commence with the Phase 3 work, which is detailed in the Exhibit C document of the draft resolution.

Amended Reciprocal Access Easement, Utility Easement and Parking Agreement

The City has a Reciprocal Access Easement, Utility Easement and Parking Agreement with the owners of the building/property that the Black Bear Diner occupies. This agreement ensures that their customers can use the entire campus for access and parking. The construction of the new Library and Community Center has created a need to amend that agreement to account for the new access easement for the driveway/drive aisle that will come off Norcross Lane. The amended agreement has been presented to the property owns and they are in agreement with the revisions.

Staff is requesting the City Council also approve the Amended Reciprocal Access Easement, Utility Easement and Parking Agreement.

Consistency with the Oakley Strategic Plan 27+

This item is consistent with the following Goals of the Strategic Plan 27+ as follows:

1. Community and Economic Development Goal. Specifically, under the Strategic and Thoughtful Growth Objective: *Consider relocating the co-hosted City/ High School Library to* a *downtown location that can be* a *unifying location for Seniors, Youth, Veterans, and possible satellite location for County services.*

2. Community and Collaborative Partnerships goal.

Fiscal Impact

CIP 318 - Library and Community Center Project has a total budget of $13,000,000 ($12M from the City and approximately $1M from the Friends of Oakley Library). To date expenditures and encumbrances spent total $1,674,040, leaving a balance of $11,325,960. In order to fund the contract staff is requesting additional funding in the amount of $1,350,000 increasing the remaining balance to $12,675,960. This would require the following budget amendment:

- Allocate $175,000 in Fund 220 Capital Projects to CIP 318 - Library and Community Center Project. This is excess interest that has been earned in the fund and staff recommends allocating the revenue to CIP 318.
- Allocate $500,000 in Fund 204 Park Impact Fees to CIP 318- Library and Community Center Project. This will be used to fund the additions to Civic Center Park such as the amphitheater as well as any other upgrades made to the park.

- Allocate $575,000 in Fund 206 Public Facilities Fees to CIP 318 - Library and Community Center project.
- Allocate $100,000 from undesignated fund balance from the General Fund to CIP 318. This may not be needed if the City receives the $250,000 of funding for the projects generator through Representative Josh Harder's office.

This budget amendment also accounts for the September 23, 2025 request by then Mayor Shaw to fund Phase 1 with another funding source, which totaled $251,140.

Also, as part of the approval for the budget amendment discussed above, which is captured in the 2nd Amendment to the Design-Build Agreements, Staff is also requesting all City Development Impact Fees (Traffic, Public Facilities and Park) be waived. The total waiver amount for these fees are approximately $112,602.

Staff Recommendation

Staff recommends the City Council:

1. Adopt the Resolution approving the second Amendment to the Design-Build Agreements with Woodland Construction Builders, Inc. and authorizing the City Manager to execute the Second Amendment to the Agreements; and

2. Adopt a Resolution approving the Amended Reciprocal Access Easement Agreement (APN's 035-090-075, 035-090-076,035-090-078 & 035-090-081).

Attachments

1. Draft Resolution to Approve the Second Amendment to the Design-Build Agreement with Exhibit C (Change Order #2, Scope, List of Drawings and Construction Schedule of Values)
2. Draft Resolution to Approve the Amended Reciprocal Access Easement, Utility Easement and Parking Agreement (APN's 035-090-075, 035-090-076,035-090-078 & 035-090-081) with Exhibit A (Draft Amended Reciprocal Access Easement, Utility Easement and Parking Agreement)
3. City Council Staff Report dated February 10, 2026 which also includes the Staff report from September 23, 2025

RESOLUTION NO. XX-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SECOND AMENDMENT TO THE DESIGN-BUILD AGREEMENT'S WITH WOODLAND CONSTRUCTION BUILDERS, INC. FOR THE DESIGN AND CONSTRUCTION OF THE NEW OAKLEY LIBRARY AND COMMUNITY CENTER PROJECT

BE IT RESOLVED by the City Council of the City of Oakley approves the attached Second Amendment (Exhibit B) to the Design-Build Agreements with Woodland Construction Builders, Inc. for the design and construction of the new Oakley Library and Community Center, and authorizes the City Manager to execute the Second Amendment to the Agreements on its behalf; and

BE IT FURTHER RESOLVED by the City Council of the City of Oakley approves the following budget amendment and hereby waives the City Development Impact Fees (Traffic, Park and Public Facilities) for the project:

- Allocate $175,000 in Fund 220 Capital Projects to CIP 318 - Library and Community Center Project. This is excess interest that has been earned in the fund and staff recommends allocating the revenue to CIP 318.
- Allocate $500,000 in Fund 204 Park Impact Fees to CIP 318- Library and Community Center Project. This will be used to fund the additions to Civic Center Park such as the amphitheater as well as any other upgrades made to the park.
- Allocate $575,000 in Fund 206 Public Facilities Fees to CIP 318 - Library and Community Center project.
- This may not be needed if the City receives the $250,000 of funding for the projects generator through Representative Josh Harder's office.

PASSED AND ADOPTED by the City Council of the City of Oakley this 10th day of November 2026 by the following vote.

AYES:
NOES:
ABSTENTION:
ABSENT:

APPROVED:

_____
Hugh Henderson, Mayor

ATTEST:

_____
Kim Snodgrass, City Clerk

_____
Date

Change Order

☐

PROJECT ***(Name and address)*** **:**
City of Oakley
Library & Community Center
Oakley, CA 94561

CHANGE ORDER NUMBER: 002
DATE: 11/03/26

OWNER: ☐
CONTRACTOR ☐
FIELD: ☐
OTHER: ☐

OWNER: ***(Name and address)*** **:**
City of Oakley
3231 Main Street
Oakley, CA 94561

CONTRACT DATE: 9/23/25
CONTRACT FOR: City of Oakley Library & Community Center

CONTRACTOR ***(Name and address)*** **:**
Woodland Construction Builders Inc.
P.O. Box 289
Salida, CA 95368

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Project Phase 3 - Construction $12,318,650

The original Contract Sum was	$	$251,140
The net change by previously authorized Change Orders	$	$1,250,000
The Contract Sum prior to this Change Order was	$	$1,501,140
The Contract Sum will be increased by this Change Order in the amount of	$	$12,318,650
The new Contract Sum including this Change Order will be	$	$13,819,790

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER AND GENERAL CONTRACTOR.

City of Oakley	Woodland Construction Builders Inc.
OWNER	**CONTRACTOR** ***(Firm Name)***
3231 Main Street Oakley, CA 94567	P.O. Box 289 Salida, CA 95368
ADDRESS	**ADDRESS**
BY ***(Signature)***	**BY** ***(Signature)***
	Curtis Basore
(Typed Name)	***(Typed Name)***
	10/30/2026
DATE	**DATE**

EXHIBIT C

OLCC - Oakley Library and Community Center

Project Phase 3 – Construction Scope, Cost, & Schedule

November 3, 2026

EXHIBIT C.1 – DESIGN-BUILD GENERAL CONTRACTOR SCOPE OF SERVICES

Having reviewed the Project Documents and the site of the proposed construction, Woodland Construction Builders Inc. hereby agrees to furnish all work, labor, materials, transportation, equipment, and services necessary for the construction of the Oakley Library and Community Center located at 3235 Main Street, Oakley, California, in accordance with the Bid Set of Plans by Siegel & Strain Architects dated October 1st, 2026, Addendum 1 dated October 13th, 2026, Addendum 2 dated October 15th, 2026, Specifications Manuel by Siegal & Strain Architects dated October 1st, 2026, list of plans dated 10/29/26, Geotechnical Report by BSK Associated dated November 5th, 2025 and in accordance with the exclusions and clarifications included in this proposal, as follows:

COST: Twelve Million Three Hundred Eighteen Thousand Six Hundred and Fifty dollars……$12,318,650

TIME DEADLINE: Project to be completed in no more than twelve months, following approval to proceed, and upon availability and issuance of required permits and bonds.

LIQUIDATED DAMAGES: $250/day for each day past Time Deadline, with the exception of delays due to weather, project changes to scope resulting in approved additional time, or delays outside of General Contractor's control. Any such delays shall be tracked and documented by General Contractor and promptly submitted to Owner.

SCOPE CLARIFICATIONS

Clarifications

1	Ceiling System quoted as Avella Wood linear wood ceiling plank system with 5.25" + .75" black felt gaps at interior and 5" exterior T&G cedar veneer planks, both in specified white oak factory finish. Samples and specs to be provided
2	Exterior metal fabricated window shades included are custom design-build to match the plans and details.
3	Storefront and window frames are quoted as Kawneer brand in matching style, performance, and finish to the specified
4	Furniture included in the base price is the Value Engineered package by ODP.
5	The Structured Cabling included contains value-engineered components
6	Demolition included is limited to hardscape and foundations down, grubbing, and tree stumps as required to prepare for grading activities
7	Essential Architectural and Engineering support services are included as an Allowance Item to be used as needed during the construction phase, and include but are not limited to the processing of RFI's & Submittals, plan and detail revisions, meetings as required, and documents/support as required for close out of permits with City Building Department, etc.
8	General Contractor's overall general warranty period shall be 12 months following the date of Substantial Completion and acceptance by Owner. Specific materials and systems shall contain longer warranties as per quotes and specifications.
9	Includes AEP Span standing seam metal roofing at high roof
10	Includes solid composite toilet partitions per plans and specifications
11	Includes complete monument sign construction per plans and specifications
12	Includes Community Room pendant lighting Type AL per plans and specifications
13	Includes Community Room directional lighting Type AO per plans and specifications

CONTRACT EXCLUSIONS

Exclusions

1	Abatement of hazardous materials
2	Demolition of existing restroom structure, bandshell structure, and trees (foundation demolition is included in base price)
3	Exterior landscape related furniture
4	Broadband CATV equipment provided by Comcast. All CATV cabling is included.
5	Phones, modems, computers
6	Plans & Engineering services as provided by previous phases.
7	Permit and Utility fees are excluded
8	Excludes Owner's course of construction property insurance

CONTRACT ALLOWANCES

Allowances	(Included in Base Contract Price above)		
1	Architectural & Engineering Services during Construction Phase, per Bid Clarifications	**Amount**	**$157,300**
2	Third party special inspection and testing services (Soils, Welds, Concrete, moisture, Etc.)	**Amount**	**$18,500**
3	Joint Trench Utilities	**Amount**	**$50,000**
4	Custom Wall Mount Murals	**Amount**	**$27,811**
5	Furniture Package	**Amount**	**$311,625**
6	Library Shelving Units	**Amount**	**$148,000**
7	Miscellaneous Other Furnishings and Corkboards	**Amount**	**$15,000**
8	Structured Cabling and CATV cabling	**Amount**	**$42,519**
9	Low Voltage to city all associated coordination of trades and repairs	**Amount**	**$15,000**
10	Contingency	**Amount**	**$195,665**

Additional attachments included in Exhibit C:

Exhibit C.2 – List of Drawings

Exhibit C.3 – Phase 3 Construction Schedule of Values

EXHIBIT C.2
LIST OF DRAWINGS

Date: 10-29-26

Oakley Library and Community Center

Sheet Number	Revision Date	Title
		(see plan sheet "G000" for all sheet titles)
G000	10/1/2026	
G101	10/1/2026	
G201	10/1/2026	
G202	10/1/2026	
G203	10/1/2026	
G301	10/1/2026	
G401	10/1/2026	
G601	10/1/2026	
G701	10/1/2026	
G702	10/1/2026	
C0.1	10/1/2026	
C1.0	10/1/2026	
C2.0	10/13/2026	
C3.0	10/1/2026	
C3.1	10/1/2026	
C4.0	10/13/2026	
C5.0	10/1/2026	
C7.0	10/1/2026	
C7.1	10/1/2026	
C7.2	10/1/2026	
L1.0	10/1/2026	
L1.1	10/1/2026	
L2.0	10/1/2026	
L2.1	10/1/2026	
L2.2	10/1/2026	
L2.3	10/1/2026	
L2.4	10/1/2026	
L3.0	10/13/2026	
L3.1	10/1/2026	
L3.2	10/1/2026	
L4.0	10/1/2026	
L4.1	10/1/2026	
A001	10/1/2026	
A101	10/1/2026	
A201	10/1/2026	
A210	10/13/2026	
A220	10/1/2026	

A230	10/1/2026
A240	10/1/2026
A270	10/1/2026
A271	10/1/2026
A280	10/1/2026
A290	10/1/2026
A301	10/15/2026
A380	10/1/2026
A401	10/1/2026
A501	10/1/2026
A502	10/1/2026
A503	10/1/2026
A504	10/1/2026
A505	10/1/2026
A506	10/1/2026
A507	10/1/2026
A508	10/1/2026
A509	10/1/2026
A601	10/1/2026
A602	10/1/2026
A603	10/1/2026
A604	10/1/2026
A701	10/1/2026
A702	10/1/2026
A801	10/1/2026
A811	10/1/2026
A812	10/13/2026
A813	10/1/2026
A814	10/1/2026
A815	10/15/2026
A901	10/1/2026
A902	10/1/2026
A903	10/1/2026
A904	10/1/2026
A941	10/1/2026
A942	10/1/2026
S001	10/13/2026
S002	10/1/2026
S003	10/1/2026
S103	10/1/2026
S104	10/1/2026
S105	10/13/2026
S106	10/1/2026
S107	10/13/2026
S201	10/13/2026
S210	10/13/2026
S280	10/1/2026
S300	10/1/2026
S301	10/1/2026

S310	10/1/2026
S311	10/1/2026
S312	10/1/2026
S320	10/1/2026
S321	10/1/2026
S322	10/13/2026
S323	10/13/2026
S324	10/13/2026
S325	10/1/2026
S330	10/1/2026
S340	10/1/2026
S341	10/1/2026
S401	10/1/2026
S501	10/13/2026
S701	10/1/2026
M0.0	10/1/2026
M0.1	10/1/2026
M2.1	10/1/2026
M2.2	10/13/2026
M7.1	10/1/2026
M8.1	10/1/2026
M8.2	10/1/2026
M9.1	10/1/2026
M9.2	10/1/2026
M9.3	10/1/2026
P0.0	10/1/2026
P0.1	10/1/2026
P2.0	10/1/2026
P2.1	10/13/2026
P2.2	10/1/2026
P6.1	10/13/2026
P8.1	10/1/2026
E0.01	10/1/2026
E0.02	10/1/2026
E0.03	10/1/2026
E0.04	10/1/2026
E1.01	10/1/2026
E1.02	10/13/2026
E2.01	10/13/2026
E3.01	10/13/2026
E3.02	10/1/2026
E3.03	10/1/2026
E5.01	10/1/2026
E6.01	10/1/2026
E7.01	10/1/2026
E7.02	10/1/2026
E7.03	10/1/2026

E7.04	10/1/2026
E8.01	10/1/2026
E8.02	10/1/2026
E8.03	10/1/2026
FE3.01	10/1/2026
TA001	10/1/2026
TA002	10/1/2026
TA101	10/13/2026
TA201	10/1/2026
TA220	10/1/2026
TA290	10/13/2026
TA701	10/13/2026
TA702	10/1/2026
TA703	10/1/2026
TA704	10/1/2026
TA705	10/1/2026
TA706	10/13/2026
TA901	10/1/2026
TA902	10/1/2026
TA903	10/1/2026
TN001	10/1/2026
TN002	10/1/2026
TN101	10/13/2026
TN102	10/1/2026
TN201	10/13/2026
TN220	10/13/2026
TN290	10/1/2026
TN401	10/1/2026
TN402	10/1/2026
TN701	10/1/2026
TN801	10/13/2026
TN901	10/1/2026
TN902	10/1/2026
TN903	10/1/2026
TN904	10/1/2026
TN905	10/1/2026
TN906	10/1/2026
TN907	10/1/2026
TN908	10/1/2026
TN909	10/1/2026
TN910	10/1/2026
TY101	10/1/2026
TY102	10/1/2026
TY201	10/1/2026
TY202	10/13/2026
SG2.01	10/15/2026

SG3.01	10/1/2026	
SG4.01	10/1/2026	
SG5.01	10/1/2026	
SG5.02	10/15/2026	
SG5.03	10/1/2026	1/SG5.03 Monument sign is an add alternate, NIC in base proposal
SG5.04	10/15/2026	
SG6.01	10/15/2026	
FP100	10/1/2026	
Furniture Package	10/1/2026	Note - for reference only - value engineered package
Specifications	10/1/2026	

Job Name: [Oakley Library - Bid Set - With Freestanding Pavilion]

EXHIBIT C.3 - Phase 3 Construction Schedule of Values

Item	Description		Category Budget Amount	Allowance Item
01-	**General Requirements**			
01-010	Project Manager		$110,000	
01-012	Superintendent		$211,200	
01-014	Clerical/Office Labor		$18,000	
01-200	Architectural & Design Services Phase 1		NIC - Sep. Budget	
01-201	Architectural & Design Services Phase 2 -Amphitheater included		NIC	
01-202	Architectural & Engineering Services for Phase 3 - Allowance		$157,300	Allowance
01-210	SWPPP Plan Generation & Inspections		$40,000	
01-211	Third party special inspection and testing services (Soils, Welds, Concrete, Etc.)		$18,500	Allowance
01-500	Field Office		$17,500	
01-510	Temporary Utilities		$10,000	
01-523	Sanitary Facilities		$8,500	
01-550	Equipment Rental		$40,000	
01-560	Temporary Fencing and Storage Enclosures		$30,000	
01-570	Security		NIC	
01-620	Cal Green Services		$25,000	
01-640	Disposal		$45,000	
01-700	Miscelaneous Labor		$155,000	
01-712	Miscelaneous Materials		$40,000	
01-740	Cleaning		$35,000	
01-760	Final Cleaning & Detailing		$40,000	
01-800	Travel & Lodging		$40,000	
01-810	Phone, Fuel, & Auto		$30,000	
02-	**Site Work**			
02-000	Surveying		$48,000	
02-010	Demolition - New line item		$64,100	
02-011	Abatement & Hazardous Material Surveys		Excluded	
02-100	Erosion Controls, street sweeping, rock entrance, etc		$40,000	
02-301	Grading/Paving/Baserock		$385,130	
02-320	Underground Piped Utilities		$353,838	
02-350	Joint Trench Utilities Allowance		$50,000	Allowance
02-362	Termite Control		$1,013	
02-750	Striping & Signage		$5,900	
02-770	Misc. Traffic Controls		$10,000	
02-780	Export Misc. Soils/Spoils		$35,000	
02-800	Site Accessories - Removed?		Excluded	
02-820	Trash enclosure associated fencing		$45,000	
02-900	Landscaping		$235,010	
02-950	Misc. Sitework Materials & Labor		$40,000	
02-1000	Misc. Site Construction - O, Installation of pavers. Pavers provided by City		$5,000	
03-	**Concrete**			
03-300	Footings & Slab Foundations, Double Mat Slab		$562,000	
03-320	On Site Concrete		$435,000	
03-410	Concrete Cutting/Coring/Patching		$18,500	
04-	**Masonry**			
04-200	Site Masonry (Trash/Generator Enclosure) Removed		$0	
05-	**Metals**			
05-100	Structural Steel		$147,753	
05-400	Architectural Sheet Metal Flashings/sealants		$35,200	
05-401	Architectural Sheet Metal Gutters, Downspouts, & Facia metals		$42,225	
05-410	Steel Downspout, Mounts & Hardware		$10,000	
05-500	Metal Fabrications Vertical Sunshades Design Build to Match Details & Addenda #2		$62,000	
05-1000	Misc. Metals - O - Misc decorative items, trims, etc		$10,000	
06-	**Wood and Plastics**			
06-100	Rough Carpentry		$1,470,271	
06-210	Finish Materials & Trim - Misc, wood base, etc		$25,000	
06-800	Misc. Carpentry Materials & Labor		$45,000	
07-	**Thermal and Moisture Protection**			
07-121	Siding - Metal - All		$247,984	
07-200	Insulation - Batt		$42,750	

EXHIBIT C.3 - Phase 3 Construction Schedule of Values

Item	Description		Category Budget Amount	Allowance Item
07-400	Membrane Roofing		$126,995	
07-500	Metal Roofing - AEP Span Standing Seam Roofing at Library High Roof		$215,995	
07-800	Joint Sealers		$10,000	
08-	**Doors and Windows**			
08-100	Doors & Hardware		$85,320	
08-200	Screening Security Door with pocket		$40,572	
08-400	Storefront Systems & break metal (Kawneer Brand Frames)		$591,875	
09-	**Finishes**			
09-100	Drywall		$218,375	
09-200	Tile		$103,605	
09-500	Flooring and base, including floor floating/prep as needed		$112,280	
09-550	Polished & Sealed Concrete Floors		$3,500	
09-600	Acoustic Ceilings & Applied ceilings & acoustic paneling		$395,000	
09-700	FRP		$3,500	
09-800	Painting/Staining		$56,070	
10-	**Specialties**			
10-270	Restroom Accessories - with partitions		$37,979	
10-340	Knox box & FDC Plugs		$3,500	
10-400	Window Shades		$47,795	
10-520	Fire Extinguishers & Signage		$5,000	
10-530	Bike Racks		$9,000	
10-600	Signage, Interior & Exterior		$32,824	
10-601	Signage, Monument Sign (Foundation Base. Signage, & Electrical)		$31,750	
10-910	Roof Hatch, Ladder up, Guard, Ladder		$7,500	
10-1000	Misc. Specialties - O, Book Drop Return unit		$1,758	
10-1001	Misc. Specialties - L, Custom Wall Murals (2)		$27,811	Allowance
10-1002	Misc. Specialties - M, Walk off floor mats		$5,761	
11-	**Equipment**			
11-140	Appliances		$6,110	
12-	**Furnishings**			
12-050	Casework		$165,958	
12-300	Stone or Solid Surface Countertops		$34,426	
12-400	Furnishings and Accessories - Furniture - VALUE ENGINEERED by ODP		$311,625	Allowance
12-1000	Misc. Furnishings - O - Library Shelving Units		$148,000	Allowance
12-1001	Misc. Furnishings - Misc other furnishings & corkboards		$15,000	Allowance
15-	**Mechanical**			
15-100	Plumbing		$203,165	
15-300	Fire Sprinklers		$72,125	
15-700	Heating, Venting and Air Conditioning		$308,800	
16-	**Electrical**			
16-101	Electrical - Building and site		$1,419,731	
16-400	A/V and Public Address systems		$248,845	
16-401	Camera Systems		$35,648	
16-402	Card Key Access System		$46,648	
16-403	Low Voltage - Other - structured cabling and CATV Cabling		$42,519	Allowance
16-500	Fire Alarm Systems		$31,285	
16-700	Security Alarm Systems		$12,629	
16-800	Low voltage to electrical to city hall coordination allowance budget		$15,000	Allowance
16-1000	Misc. Electrical - O - Backup Generator System - ALT brand		$198,883	
16-1002	Misc. Electrical - M - Solar		$141,480	
17-	**Markup and Contingency**			
17-010	Contingency (1.75% Contingency)		$195,551	Allowance
17-020	Liability Insurance (1%)		$113,699	
17-030	Bonding (1.20%)		$137,803	
17-040	Profit (6%)		$697,282	
	PHASE 3 - CONSTRUCTION TOTAL		**$12,318,650**	

RESOLUTION NO._____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY AUTHORIZING THE EXECUTION OF AN AMENDED RECIPROCAL ACCESS EASEMENT, UTILITY EASEMENT AND PARKING AGREEMENT (APN's 035-090-075, 035-090-076,035-090-078 & 035-090-081)

WHEREAS, the City is the owner of the real property APN 035-090-075, -076, -081; and

WHEREAS, following execution of the original Agreement, which was on November 16, 2016 by the City of Oakley and recorded on March 5, 2021, the City transferred the portion of the Civic Center APN 035-090-078 to James and Brenda D' Amico dba Delta Black Bear Diner; and

WHEREAS, following the execution of the original Agreement, the City created easements for parking, driveways, sidewalks and existing and future underground utilities; and

WHEREAS, following execution of the original Agreement, which was on November 16, 2016 by the City of Oakley, the fully executed original agreement was recorded on March 5, 2021 under DOC-2021-0067798 with Contra Costa County Recorder Office; and

WHEREAS, the City is building a Library and Community Center that will modify the westbound access point at the intersection of Acme Street and Norcross Lane. This access point will be relocated further south and converted to a one-way entry (ingress) only. This requires an amendment to the agreement to document these changes; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley authorizes the City Council authorizes the City Manager to execute the Amended Reciprocal Access Easement, Utility Easement and Parking Agreement as attached as Exhibit B to this Resolution.

PASSED AND ADOPTED by the City Council of the City of Oakley this 10th day of November 2026 by the following vote.

AYES:

NOES:

ABSTENTION:

ABSENT:

APPROVED:

_____
Hugh Henderson, Mayor

ATTEST:

_____
Kim Snodgrass, City Clerk Date

Recorded at the Request of:
City of Oakley

When Recorded Mail To:
Oakley City Clerk
3231 Main Street
Oakley, CA 94561

AMENDED RECIPROCAL ACCESS EASEMENT, UTILITY EASEMENT AND PARKING AGREEMENT
(APN's 035-090-075, 035-090-076,035-090-078 & 035-090-081)

THE RECIPROCAL ACCESS EASEMENT, UTILITY EASEMENT AND PARKING AGREEMENT (Agreement) is amended as of _____ by **The City of Oakley,** a municipal corporation **("City")** as the owner of the Oakley Civic Center (as defined below) to be effective on the date it is recorded in the Official Records of Contra Costa County, California (the **"Official Records").** The City and any future fee owners of any portion of the Oakley Civic Center are sometimes hereinafter referred to as **"Owners".**

Recitals

A. The **City** is the owner of the real property APN 035-090-075, -076, -081 in the City of Oakley, Contra Costa County, California, shown on **Exhibit A** attached hereto the **("Civic Center").** A site plan of the Civic Center is attached hereto as **Exhibit B** the **("Site Plan").**

B. Following execution of the original Agreement, which was on November 16th, 2016 by the City of Oakley and recorded on March 5, 2021, the **City** transferred the portion of the Civic Center APN 035-090-078 described on **Exhibit C** attached hereto (the Parcel 2) to **James and Brenda D'Amico dba Delta Black Bear Diner.**

C. Following the execution of the original Agreement, the **City** created easements for parking, driveways, sidewalks and existing and future underground utilities.

D. Following execution of the original Agreement, which was on November 16th, 2016 by the City of Oakley, the fully executed original agreement was recorded on March 5, 2021 under DOC-2021-0067798 with Contra Costa County Recorder Office.

E. The City is building a Library and Community Center that will modify the westbound access point at the intersection of Acme Street and Norcross Lane. This access point will be relocated further south and converted to a one-way entry (ingress) only. Because of this reconfiguration, **Exhibit A**, **Exhibit B**, and **Exhibit C** will be Amended by **Exhibit**

A1, **Exhibit B1**, and **Exhibit C1**, which are attached.

F. Following execution of this amended Agreement, the **City** and any future fee owners of any portion of the Oakley Civic Center are sometimes hereinafter referred to as "**Owners**" agrees to the new configuration**.**

NOW, THEREFORE, in consideration of the covenants in this amended Agreement, the undersigned parties hereby agree as follows:

1. Reciprocal Easements.

(a) Each **Owner,** as grantor, hereby grants to the other **Owners,** as grantee, nonexclusive easements over such areas of the Parcel owned by the grantor as the grantor may, from time to time, use for parking, driveways and sidewalks the **("Reciprocal Easement Areas")** for the purposes of access by vehicles and pedestrians to the Parcel owned by the grantee and parking vehicles by persons who own, occupy, use or patronize the Parcel owned by the grantee.

(b) Each Owner, as grantor, hereby grants to the other Owners, as grantee, nonexclusive easements over such areas of the Parcel owned by the grantor as the grantor may, from time to time, use for existing and future underground utilities and for maintenance of and repairs to these utilities.

(c) The reciprocal easements hereby granted to each Owner shall be nonexclusive and for use in common with others who have the right to use the Reciprocal Easement Areas.

(d) Each Owner shall have the right, from time to time, to change the Reciprocal Easement areas on such Owner's Parcel, subject to the following:

(i) Except to the extent required by applicable law or any capital improvement projects that benefit the residents and City of Oakley and does not impede or interfere with any other property owner, in no event shall any Owner: (1) reduce the number of parking spaces located on its respective Parcel or (2) make any modifications to the "Shared Access Drive and Aisles" shown on the Site Plan.

(ii) No Owner shall construct or install any fence, wall, hedge or other obstruction on such Owner's Parcel that may prevent or unreasonably interfere with the use of the Reciprocal Easement Areas on such Owner's Parcel by the other Owners. No Owner shall impose any separate charge for the use of the Reciprocal Easement Areas on such Owner's Parcel by the other Owner or by any owner, occupant, user or patron of the other Parcel. The City (which right shall be personal to the City and not transferrable to any other Owner) shall have the right to establish and enforce reasonable rules and regulations for the safe, orderly and efficient use and operation of the

Reciprocal Easement Areas, and all Owners and any other owner, occupant, user or patron of any of the Parcels shall comply with such reasonable rules and regulations The reciprocal easements granted in this Section 1 shall be for the mutual benefit of the Owners and shall be appurtenant to the Parcels.

2 Maintenance and Cost Sharing.

(a) Maintenance Duties for Reciprocal Easement Areas. The City will maintain the improvements located within the Reciprocal Easement Areas. The maintenance obligations provided herein shall be personal to the City. The term "maintain" shall generally include, but not be limited to, the following:

(i) Keeping the paving of the parking lot and its access lanes in a safe and good condition;
(ii) Keeping the striping of the parking spaces and directional arrows and other painted surfaces in good condition;
(iii) Paying the electrical costs of providing energy to the light fixtures and repairing or replacing poles, fixtures and ancillary lighting facilities;
(iv) Keeping the landscaping provided for the improvements in a good and attractive condition, replacing dead or diseased plants, mowing, weeding, and watering same, and paying for such water;
(v) Providing and keeping in serviceable condition security cameras and associated equipment;
(vi) Towing of abandoned or illegally parked vehicles;
(vii) Picking up litter and debris;
(viii) Replacement of improvements;
(ix) Such other maintenance efforts as the Owners may, from time to time, agree to include as provided for in this amended Agreement.

(b) Reimbursement of Costs for Reciprocal Easement Areas.

(i) City shall prepare an initial document which shall detail the improvements to be maintained, the cost of maintaining and servicing those improvements, the methodology for spreading those costs among the parties, and establishing a budget for the following fiscal year(s). This document shall be referred to herein as an "Engineer's Report" for simplicity of reference, but does not imply that the report will necessarily be drafted by a registered civil engineer.

(ii) Each year following the preparation of the initial Engineer's Report, the City shall prepare an annual Engineer's Report for the work to be accomplished, costs paid, and cost allocations to be spread to the various owners. Copies of the Report shall be provided to Owners at least 45 days prior to the date established in the Report for its effectiveness for that year.

(iii) The Owners shall have the opportunity to review and comment upon each Engineer's Report, and to interact with City staff regarding the amounts allocated for each element of maintenance, cost and work to be accomplished. The Owners shall also have the ability to request that additional items of work or maintenance, or increased or decreased levels of maintenance, to be included in the Report(s). If any Owner is dissatisfied with the result of such interaction with staff, such Owner shall have the ability to appeal the issue to the City Council, which shall make the final determination. In no event shall the Council dissolve this amended Agreement or remove elements of maintenance or work that are fundamental to the effective operation and use of the improvements, without approving and providing some alternative method of financing the cost of the work and maintenance.

(iv) The Engineer's Report may include an amount to be recovered by the City for its administration of the program which is the subject of this amended Agreement, but such amount shall not exceed three (3 %) percent of the total cost to be spread among the Owners.

(v) The Engineer's Report shall identify the amount of cost to be applied for each parcel on an annual basis. Each Owner shall have the option of making payment to City for its allocated portion of cost annually, quarterly or monthly and shall make written arrangements with the City's Finance Department accordingly. If no such arrangement is made, the annual cost identified in the Report shall be paid in one annual lump sum to the CITY within thirty (30) calendar days of the due date as indicated in the Engineer's Report. If any payment is delinquent, irrespective of whether being made on an annual, quarterly or monthly basis, such delinquency shall be subject to a penalty of ten (10%) percent of the amount due for each month that such payment remains delinquent.

(vi) The City retains all rights and privileges for the collection and recovery of unpaid amounts due under the Engineer's Reports, including the right to sue to collect such delinquent amounts and late payment penalties.

(vii) This amended Agreement shall run with the land and shall be binding upon the successors and assigns of the Owners and to all future owners of said properties.

(c) Maintenance of Other Portions. Each Owner shall be responsible, at such Owner's sole cost and expense, for maintaining and repairing, in good condition and repair, the improvements located on such Owner's Parcel that are not included within the Reciprocal Easement Areas or otherwise maintained by the City pursuant to Section 2(a) above.

3. Indemnification. Each Owner shall indemnify, defend, and hold each other Owners harmless from and against any and all liability, demands, claims, losses, damages, recoveries, settlements, and expenses (including without limitation reasonable attorney fees) arising from or in connection with this amended Agreement, unless the liability arises from the action or negligence of a specific party, who shall bear the costs and liability of the claim.

4. Entire amended Agreement; Amendments; No Waiver. This amended Agreement constitutes the entire agreement the Owners pertaining to the subject matter contained herein and supersedes all prior and contemporaneous agreements, representations and understandings between the parties. This amended Agreement may be amended only by a written agreement signed and acknowledged by the Owners of all the Parcels and approved by Oakley's City Council, the City Council will not approve an amendment without the agreement of all property owners. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all of the parties hereto. No waiver of any of the provisions of this amended Agreement shall be deemed or shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

5. This amended Agreement shall be governed by and construed in accordance with the laws of the State of California.

6. An action at equity or law arising out of the subject matter of this amended Agreement shall be filed and tried in Contra Costa County, State of California.

7. The language of each and all paragraphs, terms and/or provisions of this amended Agreement, shall, in all cases and for any and all purposes, and in any way and all circumstances whatsoever, be construed as a whole, according to its fair meaning, and not for or against any party hereto and with no regard whatsoever to the identity or status of any person or persons who drafted all or any portion of this amended Agreement.

8. Should either party breach this amended Agreement, the non-breaching party shall be entitled to pursue any and all remedies available to it against breaching party, including, without limitation, claims for all damages attributable to the breach, and specific performance of this amended Agreement.

9. This amended Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

10. Each person and party signing this amended Agreement warrants that he/she has the authority to execute this amended Agreement and that the party will be bound by such signature.

IN WITNESS WHEREOF, CITY and **OWNER** have executed this amended Agreement on the day and year first above written.

CITY

City of Oakley, a municipal corporation

By:_____

Joshua McMurray, City Manager

Attest:

By:_____

Kim Snodgrass, City Clerk

Approved as to Form:

By:_____

Derek P. Cole, City Attorney

OWNER

By:_____

By:_____

EXHIBIT A

Civic Center


Civic Center Park
Civic Center Park
APN: 035-090-075
MAI
APN: 035-090-078
320 MAI
APN: 035-090-081
APN: 035-090-076
MAI
APN: 035-682-001
410 WR
400 WR
APN: 035-682-003
390 WR
380 WR
APN: 035-682-005
370 WR
360 WR
APN: 035-682-007
350 WR
340 WR
APN: 035-682-009
330 WR
320 WR
APN: 035-682-011
310 WR

EXHIBIT B

Site Plan

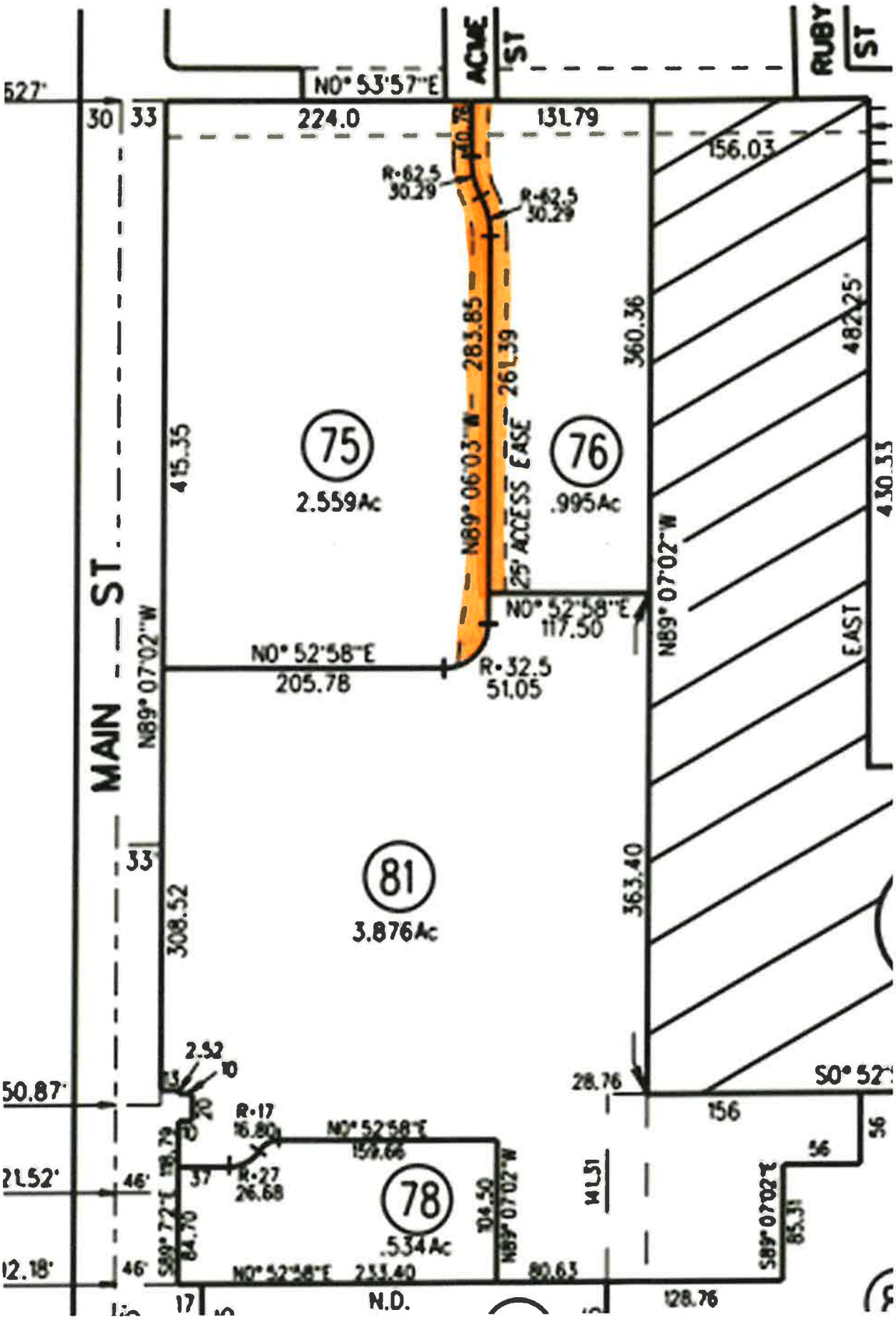

ACME ST
RUBY ST
MAIN ST
N0° 53'57"E
224.0
131.79
156.03
R-62.5
30.29
R-62.5
30.29
283.85
261.39
N89° 06'03"W
25' ACCESS EASE
360.36
482.25'
415.35
75
2.559Ac
76
.995Ac
430.33
N89° 07'02"W
N0° 52'58"E
117.50
N0° 52'58"E
205.78
R-32.5
51.05
N89° 07'02"W
EAST
33'
308.52
81
3.876Ac
363.40
2.52
10
50.87'
R-17
16.80
N0° 52'58"E
159.66
28.76
S0° 52'
156
56
56
21.52'
46'
37
R-27
26.68
78
.534Ac
104.50
N89° 07'02"W
141.51
S89° 07'02"E
85.31
S89° 7'2"E
84.70
12.18'
46'
N0° 52'58"E 233.40
80.63
128.76
17
N.D.

EXHIBIT C

Reciprocal Access Easement, Utility Easement, and Parking Agreement

* $ R 0 0 0 0 0 2 7 2 9 2 7 $ *

CONTRA COSTA Co Recorder Office
DEBORAH COOPER, Clerk-Recorder
DOC - 2021-0067798
Friday, Mar 5, 2021 10:28:00

Total Paid: No Fee Receipt#: 202100049599
0000 - Public 193 / JCPC / 1-11

Recorded at the Request of:
City of Oakley

When Recorded Mail To:
Oakley City Clerk
3231 Main Street
Oakley, CA 94561

RECIPROCAL ACCESS EASEMENT,
UTILITY EASEMENT AND PARKING AGREEMENT
(APN's 035-090-075, 035-090-076,
035-090-078 & 035-090-079)

THIS RECIPROCAL ACCESS EASEMENT, UTILITY EASEMENT AND PARKING AGREEMENT (Agreement) is made as of November 16th, 2016 by **The City of Oakley**, a municipal corporation ("**City**") as the owner of the Oakley Civic Center (as defined below) to be effective on the date it is recorded in the Official Records of Contra Costa County, California (the "**Official Records**"). The City and any future fee owners of any portion of the Oakley Civic Center are sometimes hereinafter referred to as "**Owners**".

Recitals

A. The **City** is the owner of the real property in the City of Oakley, Contra Costa County, California, shown on **Exhibit A** attached hereto the ("**Civic Center**"). A site plan of the Civic Center is attached hereto as **Exhibit B** the ("**Site Plan**").

B. Following execution of this Agreement, the **City** intends to transfer the portion of the Civic Center described on **Exhibit C** attached hereto (the Parcel 2) to **James and Brenda D'Amico dba Delta Black Bear Diner.**

C. The **City** desires to create easements for parking, driveways, sidewalks and existing and future underground utilities.

NOW, THEREFORE, in consideration of the covenants in this Agreement, the undersigned parties hereby agree as follows:

1. Reciprocal Easements.

(a) Each **Owner**, as grantor, hereby grants to the other **Owners**, as grantee, nonexclusive easements over such areas of the Parcel owned by the grantor as the grantor may, from time to time, use for parking, driveways and sidewalks the ("**Reciprocal Easement Areas**") for the purposes of access by vehicles and pedestrians to the Parcel owned by the grantee and parking vehicles by persons who own, occupy, use or patronize the Parcel owned by the grantee.

(b) Each Owner, as grantor, hereby grants to the other Owners, as grantee, nonexclusive easements over such areas of the Parcel owned by the grantor as the grantor may, from time to time, use for existing and future underground utilities and for maintenance of and repairs to these utilities.

(c) The reciprocal easements hereby granted to each Owner shall be nonexclusive and for use in common with others who have the right to use the Reciprocal Easement Areas.

(d) Each Owner shall have the right, from time to time, to change the Reciprocal Easement areas on such Owner's Parcel, subject to the following:

(i) Except to the extent required by applicable law, in no event shall any Owner: (1) reduce the number of parking spaces located on its respective Parcel or (2) make any modifications to the "Shared Access Drive and Aisles" shown on the Site Plan.

(ii) No Owner shall construct or install any fence, wall, hedge or other obstruction on such Owner's Parcel that may prevent or unreasonably interfere with the use of the Reciprocal Easement Areas on such Owner's Parcel by the other Owners. No Owner shall impose any separate charge for the use of the Reciprocal Easement Areas on such Owner's Parcel by the other Owner or by any owner, occupant, user or patron of the other Parcel. The City (which right shall be personal to the City and not transferrable to any other Owner) shall have the right to establish and enforce reasonable rules and regulations for the safe, orderly and efficient use and operation of the Reciprocal Easement Areas, and all Owners and any other owner, occupant, user or patron of any of the Parcels shall comply with such reasonable rules and regulations The reciprocal easements granted in this Section 1 shall be for the mutual benefit of the Owners and shall be appurtenant to the Parcels.

2. Maintenance and Cost Sharing.

(a) Maintenance Duties for Reciprocal Easement Areas. The City will maintain the improvements located within the Reciprocal Easement Areas. The maintenance obligations provided herein shall be personal to the City. The term "maintain" shall generally include, but not be limited to, the following:

(i) Keeping the paving of the parking lot and its access lanes in a safe and good condition;

(ii) Keeping the striping of the parking spaces and directional arrows and other painted surfaces in good condition;

(iii) Paying the electrical costs of providing energy to the light fixtures and repairing or replacing poles, fixtures and ancillary lighting facilities;

(iv) Keeping the landscaping provided for the improvements in a good and attractive condition, replacing dead or diseased plants, mowing, weeding, and watering same, and paying for such water;

(v) Providing and keeping in serviceable condition security cameras and associated equipment;

(vi) Towing of abandoned or illegally parked vehicles;

(vii) Picking up litter and debris;

(viii) Replacement of improvements;

(ix) Such other maintenance efforts as the Owners may, from time to time, agree to include as provided for in this Agreement.

(b) Reimbursement of Costs for Reciprocal Easement Areas.

(i) City shall prepare an initial document which shall detail the improvements to be maintained, the cost of maintaining and servicing those improvements, the methodology for spreading those costs among the parties, and establishing a budget for the following fiscal year(s). This document shall be referred to herein as an "Engineer's Report" for simplicity of reference, but does not imply that the report will necessarily be drafted by a registered civil engineer.

(ii) Each year following the preparation of the initial Engineer's Report, the City shall prepare an annual Engineer's Report for the work to be accomplished, costs paid, and cost allocations to be spread to the various owners. Copies of the Report shall be provided to Owners at least 45 days prior to the date established in the Report for its effectiveness for that year.

(iii) The Owners shall have the opportunity to review and comment upon each Engineer's Report, and to interact with City staff regarding the amounts allocated for each element of maintenance, cost and work to be accomplished. The Owners shall also have the ability to request that additional items of work or maintenance, or increased or decreased levels of maintenance, to be included in the Report(s). If any Owner is dissatisfied with the result of such interaction with staff, such Owner shall have the ability to appeal the issue to the City Council, which shall make the final determination. In no event shall the Council dissolve this Agreement, or remove elements of maintenance or work that are fundamental to the effective operation and use of the improvements, without approving and providing some alternative method of financing the cost of the work and maintenance.

(iv) The Engineer's Report may include an amount to be recovered by the City for its administration of the program which is the subject of this Agreement, but such amount shall not exceed three (3%) percent of the total cost to be spread among the Owners.

(v) The Engineer's Report shall identify the amount of cost to be applied for each parcel on an annual basis. Each Owner shall have the option of making payment to City for its allocated portion of cost annually, quarterly or monthly and shall make written arrangements with the City's Finance Department accordingly. If no such arrangement is made, the annual cost identified in the Report shall be paid in one annual lump sum to the CITY within thirty (30) calendar days of the due date as indicated in the Engineer's Report. If any payment is delinquent, irrespective of whether being made on an annual, quarterly or monthly basis, such delinquency shall be subject to a penalty of ten (10%) percent of the amount due for each month that such payment remains delinquent.

(vi) The City retains all rights and privileges for the collection and recovery of unpaid amounts due under the Engineer's Reports, including the right to sue to collect such delinquent amounts and late payment penalties.

(vii) This Agreement shall run with the land and shall be binding upon the successors and assigns of the Owners and to all future owners of said properties.

(c) Maintenance of Other Portions. Each Owner shall be responsible, at such Owner's sole cost and expense, for maintaining and repairing, in good condition and repair, the improvements located on such Owner's Parcel that are not included within the Reciprocal Easement Areas or otherwise maintained by the City pursuant to Section 2(a) above.

3. Indemnification. Each Owner shall indemnify, defend, and hold each other Owners harmless from and against any and all liability, demands, claims, losses, damages, recoveries, settlements, and expenses (including without limitation reasonable attorney fees) arising from or in connection with this Agreement, unless the liability arises from the action or negligence of a specific party, who shall bear the costs and liability of the claim.

4. Entire Agreement; Amendments; No Waiver. This Agreement constitutes the entire agreement the Owners pertaining to the subject matter contained herein and supersedes all prior and contemporaneous agreements, representations and understandings between the parties. This Agreement may be amended only by a written agreement signed and acknowledged by the Owners of all the Parcels. No

supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all of the parties hereto. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

5. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

6. An action at equity or law arising out of the subject matter of this Agreement shall be filed and tried in Contra Costa County, State of California.

7. The language of each and all paragraphs, terms and/or provisions of this Agreement, shall, in all cases and for any and all purposes, and in any way and all circumstances whatsoever, be construed as a whole, according to its fair meaning, and not for or against any party hereto and with no regard whatsoever to the identity or status of any person or persons who drafted all or any portion of this Agreement.

8. Should either party breach this Agreement, the non-breaching party shall be entitled to pursue any and all remedies available to it against breaching party, including, without limitation, claims for all damages attributable to the breach, and specific performance of this Agreement.

9. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

10. Each person and party signing this Agreement warrants that he/she has the authority to execute this Agreement and that the party will be bound by such signature.

IN WITNESS WHEREOF, CITY and **OWNER** have executed this Agreement on the day and year first above written.

CITY

City of Oakley, a municipal corporation

By: _____
Bryan H. Montgomery
City Manager

Attest:

By: _____
Libby Vreonis
City Clerk

Approved as to Form:

By: _____
Derek P. Cole
City Attorney

OWNER

By: _____
James D'Amico

By: _____
Brenda D'Amico

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Contra Costa)

On 2/25/2021 before me, Kim Carmody, Notary Public
(insert name and title of the officer)

personally appeared ----------James D'Amico and Brenda D'Amico----------,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~/are subscribed to the within instrument and acknowledged to me that ~~he/she~~/they executed the same in ~~his/her~~/their authorized capacity(ies), and that by ~~his/her~~/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

KIM CARMODY
Notary Public - California
Contra Costa County
Commission # 2237014
My Comm. Expires May 3, 2022

Signature Kim Carmody (Seal)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Contra Costa)

On 2/22/2021 before me, Kim Carmody, Notary Public
(insert name and title of the officer)

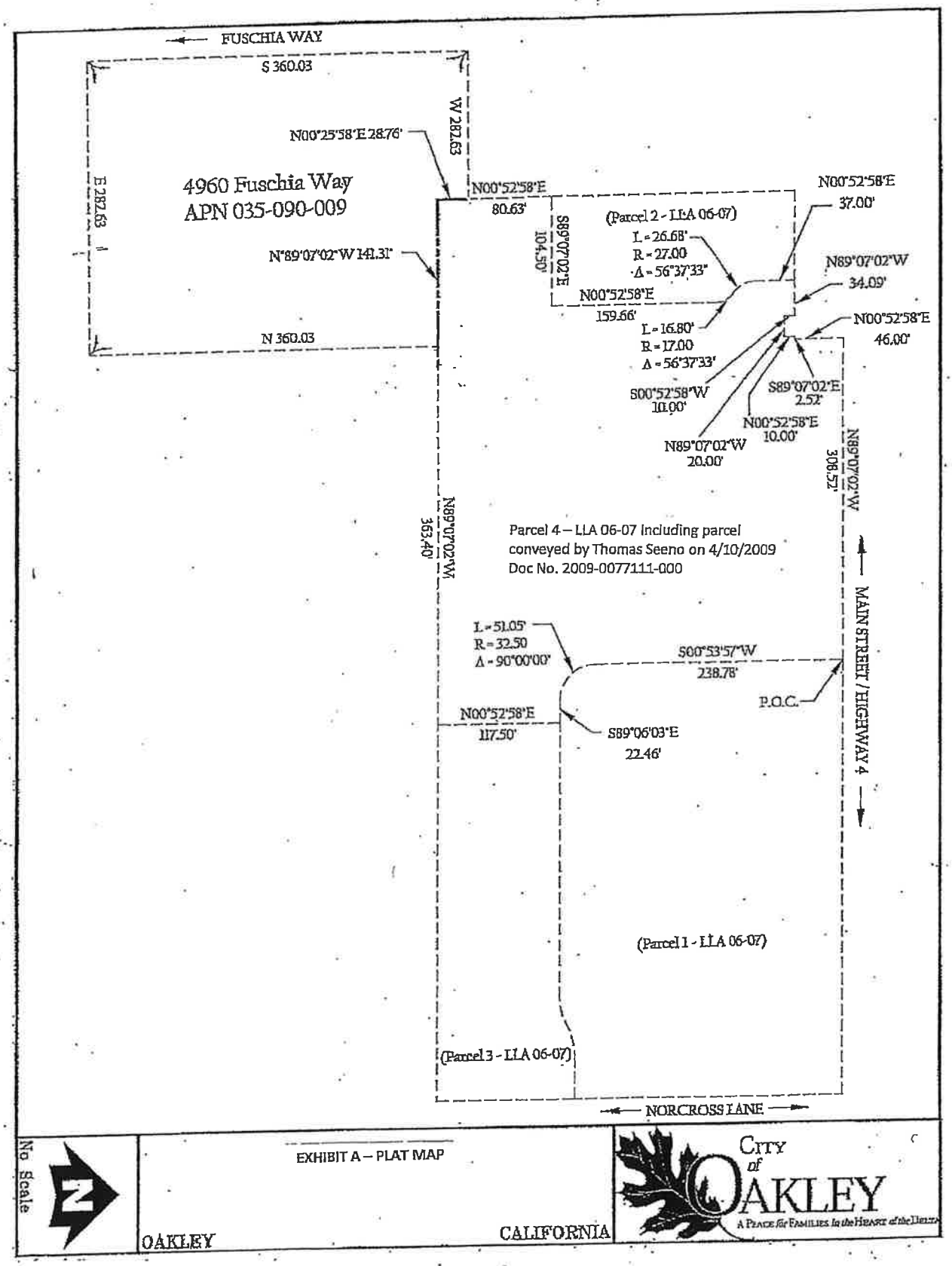
personally appeared ----------Bryan H. Montgomery----------,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(~~ies~~), and that by his/~~her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

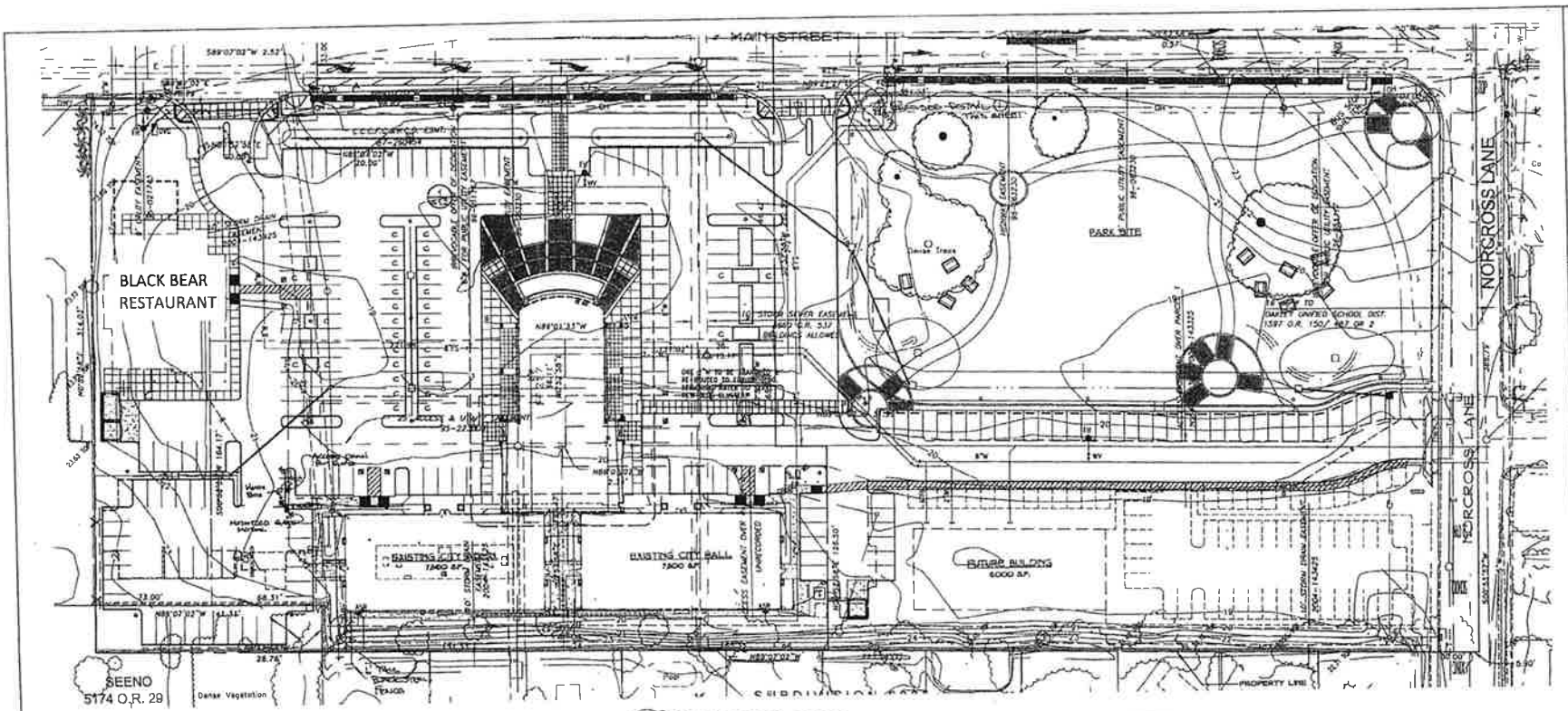
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

KIM CARMODY
Notary Public - California
Contra Costa County
Commission # 2237014
My Comm. Expires May 3, 2022

Signature Kim Carmody (Seal)


FUSCHIA WAY
S 360.03
W 282.63
N00°25'58"E 28.76'
4960 Fuschia Way
APN 035-090-009
E 282.63
N89°07'02"W 141.31'
N 360.03
N00°52'58"E
80.63'
S89°07'02"E
104.50'
(Parcel 2 - LLA 06-07)
L = 26.68'
R = 27.00
Δ = 56°37'33"
N00°52'58"E
159.66'
L = 16.80'
R = 17.00
Δ = 56°37'33"
S00°52'58"W
10.00'
N89°07'02"W
20.00'
N00°52'58"E
10.00'
S89°07'02"E
2.52'
N00°52'58"E
37.00'
N89°07'02"W
34.09'
N00°52'58"E
46.00'
N89°07'02"W
308.52'
N89°07'02"W
363.40'
Parcel 4 – LLA 06-07 including parcel
conveyed by Thomas Seeno on 4/10/2009
Doc No. 2009-0077111-000
L = 51.05'
R = 32.50
Δ = 90°00'00"
S00°53'57"W
238.78'
P.O.C.
N00°52'58"E
117.50'
S89°06'03"E
22.46'
MAIN STREET / HIGHWAY 4
(Parcel 1 - LLA 06-07)
(Parcel 3 - LLA 06-07)
NORCROSS LANE
No Scale
N
EXHIBIT A – PLAT MAP
OAKLEY
CALIFORNIA
City of OAKLEY
A Peace for Families In the Heart of the Delta



1 A1.0 OVERALL SITE PLAN
1" = 30'-0"

NORTH

FOR REFERENCE ONLY SEE A1.1 FOR DIMENSIONS, NOTES, DETAIL CALLOUTS AND MORE INFORMATION

SEE CIVIL DRAWINGS PREPARED BY KIER & WRIGHT CIVIL ENGINEERING & SURVEYING INC. FOR CIVIL INFORMATION

MAIN STREET IMPROVEMENTS PREPARED BY MARK THOMAS AND COMPANY, INC.

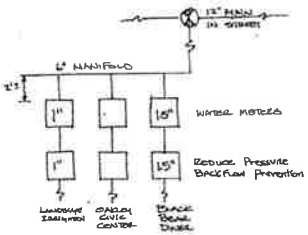


EXHIBIT B – CIVIC CENTER SITE PLAN

AS BUILT

ARCHITECT REVIEWED BY: DATE: 2/20

PERKINS, WILLIAMS & COTTERILL A·R·C·H·I·T·E·C·T·S

CAPITAL PARTNERS DEVELOPMENT
OAKLEY CITY HALL EXPANSION
3231 MAIN STREET OAKLEY, CALIFORNIA 94561

REVISIONS
1 PLAN CHECK 2-9-07
2 CLIENT CHANGES 5-18-07

DATE: 21 DEC 06

A1.0

22621-B

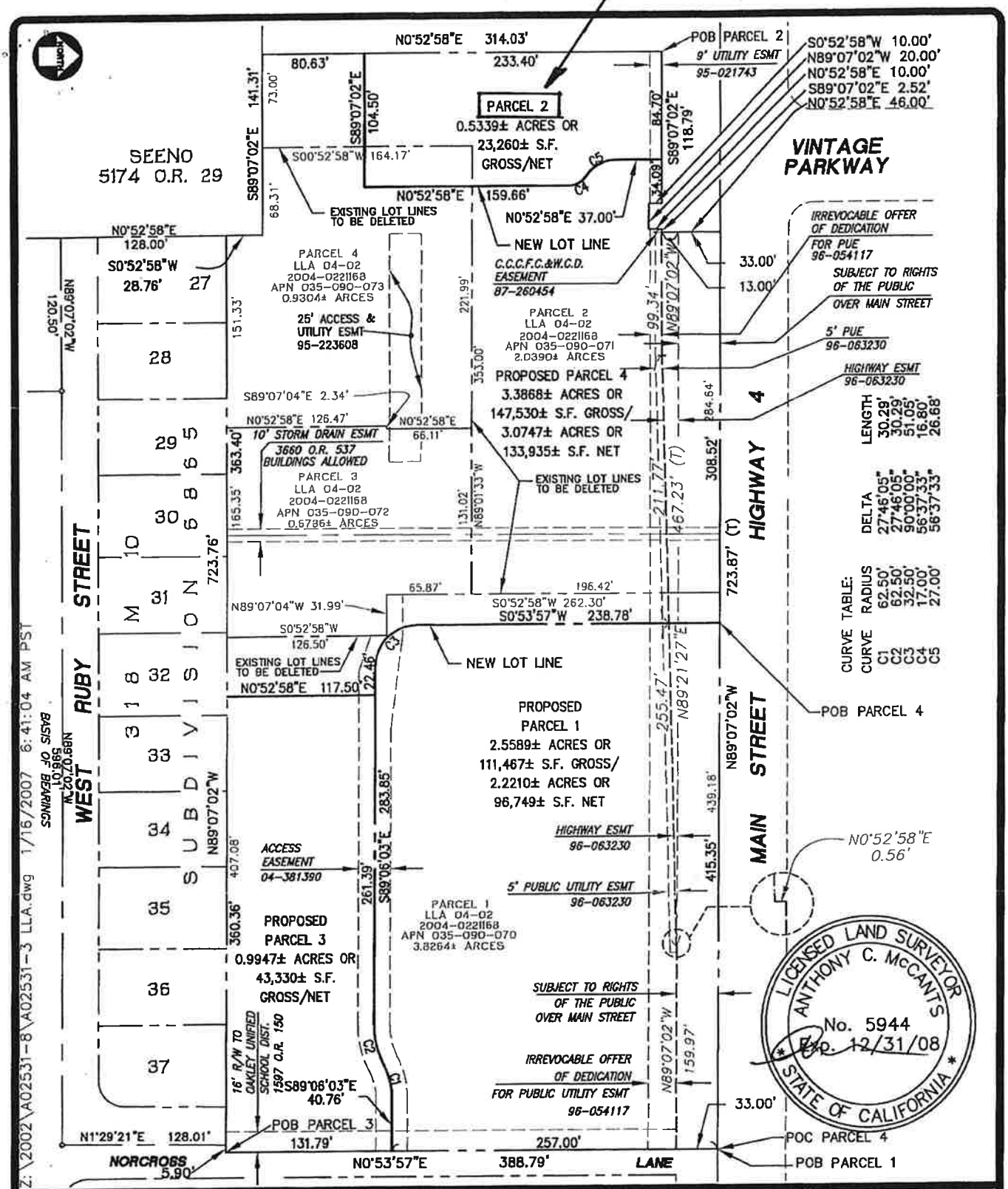
INFORMATION AND DRAWINGS APPEARING HEREIN CONSTITUTE THE ORIGINAL WORK OF THE ARCHITECT AND MAY NOT BE DUPLICATED, USED, OR DISCLOSED WITHOUT THE WRITTEN CONSENT OF PERKINS, WILLIAMS & COTTERILL, ARCHITECTS.

pwcarchi@pwcarchitects.com

EXHIBIT C

BLACK BEAR PARCEL

026182



Z:\2002\A02531-8\A02531-3 LLA.dwg 1/16/2007 6:41:04 AM PST

KIER & WRIGHT
CIVIL ENGINEERS & SURVEYORS, INC.
1233 Quarry Lane, suite 145 (925) 249-6555
Pleasanton, California 94566 Fax (925) 249-6563

EXHIBIT "E"
LLA 06-07

BRENTWOOD CALIFORNIA

SCALE	1" = 100'
DATE	JAN. 2007
BY	ACM/ETS
JOB NO.	A02531-8

Pg 8 of 9

EXHIBIT A1

WHEN RECORDED MAIL TO:
City Clerk
City of Oakley
3231 Main Street
Oakley, CA 94561

RECORDING REQUESTED BY:
City of Oakley
3231 Main Street
Oakley, CA 94561

$R000167761 7$
Electronically Recorded
CONTRA COSTA Co Recorder Office
KRISTIN B. CONNELLY, Clerk-Recorder
DOC - 2026-0096277
Monday, Sep 14, 2026 08:46:00

Total Paid: No Fee Receipt #: 202600092593
48 - 48-City of Oakley 242 / FAPC / 1-9

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

LOT LINE ADJUSTMENT LLA 26-01

Owner(s):

Parcel A
City of Oakley
3231 Main Street
Oakley, CA 94561

Parcel B
City of Oakley
3231 Main Street
Oakley, CA 94561

Parcel C
City of Oakley
3231 Main Street
Oakley, CA 94561

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

Civil Engineer/ Land Surveyor:
Tracy L. Giorgetti
1570 Oakland Road
San Jose, California 95131

Assessor's Parcel Numbers:
035-090-075, 035-090-076, & 035-090-081

Location:
3231 Main Street, Oakley, CA 94561

Description:
See the attached Exhibits for the legal descriptions and accompanying plats as follows:
Exhibit 'A' Resultant Parcel A, Resultant Parcel B, and Resultant Parcel C
Exhibt 'B' Plat to Accompany Description LLA 26-01

WHEN RECORDED MAIL TO:
City Clerk
City of Oakley
3231 Main Street
Oakley, CA 94561

RECORDING REQUESTED BY:
City of Oakley
3231 Main Street
Oakley, CA 94561

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

LOT LINE ADJUSTMENT LLA 26-01

Owner(s):

Parcel A
City of Oakley
3231 Main Street
Oakley, CA 94561

Parcel B
City of Oakley
3231 Main Street
Oakley, CA 94561

Parcel C
City of Oakley
3231 Main Street
Oakley, CA 94561

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

Civil Engineer/ Land Surveyor:
Tracy L. Giorgetti
1570 Oakland Road
San Jose, California 95131

Assessor's Parcel Numbers:
035-090-075, 035-090-076, & 035-090-081

Location:
3231 Main Street, Oakley, CA 94561

Description:
See the attached Exhibits for the legal descriptions and accompanying plats as follows:
Exhibit 'A' Resultant Parcel A, Resultant Parcel B, and Resultant Parcel C
Exhibt 'B' Plat to Accompany Description LLA 26-01

WHEREAS, a request has been submitted to adjust the property lines common to said parcels as identified by the parcel and lot numbers listed above, and;

WHEREAS, the requested adjustment is made solely for the purpose of correcting, confirming, or relocating property lines, and;

WHEREAS, no additional lot is being created, and;

WHEREAS, the legal descriptions and plat maps have been reviewed by a licensed land surveyor or qualified licensed civil engineer and have been deemed to be technically correct, and;

WHEREAS, the requested adjustment does not result in a violation of any City Ordinance, and;

WHEREAS, the requested adjustment does not result in a violation of the Subdivision Map Act.

NOW, THEREFORE, BE IT KNOWN, that the City Engineer of the City of Oakley, County of Contra Costa, State of California, hereby grants approval that said property line adjustment may be legally recorded.

BE IT ALSO KNOWN that if the applicant does not take all necessary steps to record said lot line adjustment at the County Recorder's Office within one year from the date of approval hereon, this lot line adjustment will expire.

Billilee Saengchalern, P.E. — 9/09/26 (Date)
City Engineer
City of Oakley
County of Contra Costa, State of California

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Contra Costa)

On September 9th, 2026 before me, Beth Dolan, Notary Public
(insert name and title of the officer)

personally appeared Billilee Saengchalern ----------,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

BETH DOLAN
Notary Public - California
Contra Costa County
Commission # 2527763
My Comm. Expires Jul 20, 2029

Signature _____ (Seal)

OWNER'S CERTIFICATE

This is to certify that the undersigned, as the fee title owner of the real property described as **PARCEL A, B, and C** within the above lot line adjustment, requested preparation of this lot line adjustment and consents to the recordation of the same.

Joshua McMurray, City Manager, City of Oakley

9/10/26
(date)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Contra Costa)

On September 10, 2026, before me, L. A. Sanders (Notary Public)
Notary Public,
personally appeared Joshua McMurray

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public State of California

L. A. SANDERS
Notary Public - California
Contra Costa County
Commission # 2511471
My Comm. Expires Feb 2, 2029

LLA-26-01
A.P.N's: 035-090-075, 035-090-076, & 035-090-081
PAGE 3 OF 3 PAGES

August 7, 2026
HMH 5675.10.318

LLA 26-01

EXHIBIT "A"
Legal Description
Resultant Parcel A

REAL PROPERTY in the City of Oakley, County of Contra Costa, State of California, described as follows:

Being a portion of Parcel 1 of "Lot Line Adjustment No. 06-07" as described in the Grant Deed recorded July 1, 2008 as Document No. 2008-0147773; a portion of Parcel 2 of Lot Line Adjustment No. 06-07 as described in the Grant Deed recorded October 22, 2020 as Document No. 2020-0247131; and a portion of Parcel 3 of Lot Line Adjustment No. 06-07 as described in the Grant Deed recorded February 28, 2011, Document No. 2011-0043671; all are Official Records of said County, more particularly described as follows:

BEGINNING at the Northeast corner of said Parcel 1 of "Lot Line Adjustment No. 06-07";

Thence along the easterly line of said Parcel 1, South 00°53'57" West, 234.15 feet;
Thence leaving the easterly line of said Parcel 1, North 89°05'50" West, 399.11 feet;
Thence, North 00°52'09" East, 234.01 feet to the northerly line of said Parcel 1;
Thence along the northerly line of said Parcel 1, South 89°07'02" East, 399.23 feet to the POINT OF BEGINNING.

Containing 2.145 acres, more or less.

END OF DESCRIPTION

This legal description was prepared by me or under my direction in accordance with the Professional Land Surveyors Act.

Date: 8·7·26

Tracy L. Giorgetti, LS 8720



1570 Oakland Road | San Jose, California 95131 | (408) 487-2200 | (408) 487-2222 **Fax** | www.**HMHca**.com

August 7, 2026
HMH 5675.10.318

LLA 26-01

EXHIBIT "A"
Legal Description
Resultant Parcel B

REAL PROPERTY in the City of Oakley, County of Contra Costa, State of California, described as follows:

Being a portion of Parcel 1 of "Lot Line Adjustment No. 06-07" as described in the Grant Deed recorded July 1, 2008 as Document No. 2008-0147773; a portion of Parcel 2 of Lot Line Adjustment No. 06-07 as described in the Grant Deed recorded October 22, 2020 as Document No. 2020-0247131; and a portion of Parcel 3 of Lot Line Adjustment No. 06-07 as described in the Grant Deed recorded February 28, 2011, Document No. 2011-0043671; all are Official Records of said County, more particularly described as follows:

COMMENCING at the Northeast corner of said Parcel 1 of "Lot Line Adjustment No. 06-07";
Thence along the easterly line of said Parcel 1, South 00°53'57" West, 234.15 feet to the TRUE POINT OF BEGINNING;

Thence leaving the easterly line of said Parcel 1, North 89°05'50" West, 399.11 feet;
Thence South 00°52'09" West, 154.79 feet to the southerly line of said Parcel 2;
Thence along the southerly line of said Parcel 2 and continuing along the southerly line of said Parcel 3, South 89°07'02" East, 399.03 feet to the southeasterly corner of said Parcel 3;
Thence along the easterly line of said Parcel 3 and continuing along the easterly line of said Parcel 1, North 00°53'57" East, 154.65 feet to the TRUE POINT OF BEGINNING.

Containing 1.417 acres, more or less.

END OF DESCRIPTION

This legal description was prepared by me or under my direction in accordance with the Professional Land Surveyors Act.

Date: 8-7-26

Tracy L. Giorgetti, LS 8720



1570 Oakland Road | San Jose, California 95131 | (408) 487-2200 | (408) 487-2222 Fax | www.HMHca.com

LLA 26-01

EXHIBIT "A"
Legal Description
Resultant Parcel C

REAL PROPERTY in the City of Oakley, County of Contra Costa, State of California, described as follows:

Being a portion of Parcel 1 of "Lot Line Adjustment No. 06-07" as described in the Grant Deed recorded July 1, 2008 as Document No. 2008-0147773; a portion of Parcel 2 of Lot Line Adjustment No. 06-07 as described in the Grant Deed recorded October 22, 2020 as Document No. 2020-0247131; and a portion of Parcel 3 of Lot Line Adjustment No. 06-07 as described in the Grant Deed recorded February 28, 2011, Document No. 2011-0043671; all are Official Records of said County, more particularly described as follows:

COMMENCING at the Northeast corner of said Parcel 1 of "Lot Line Adjustment No. 06-07";
Thence along the easterly line of said Parcel 1, South 00°53'57" West, 234.15 feet;
Thence leaving the easterly line of said Parcel 1, North 89°05'50" West, 399.11 feet;
to the TRUE POINT OF BEGINNING;

Thence South 00°52'09" West, 154.79 feet to the southerly line of said Parcel 2;
Thence along the general southerly line of said Parcel 2, the following five courses:

1) North 89°07'02" West, 324.73 feet;
2) Thence South 00°52'58" West, 156.00 feet;
3) Thence North 89°07'02" West, 56.00 feet;
4) Thence North 00°52'58" East, 56.00 feet;
5) Thence North 89°07'02" West, 85.31 feet to the Southwesterly corner of said Parcel 2;

Thence along the general westerly line said Parcel 2, the following six courses:

1) North 00°52'58" East, 209.39 feet;
2) Thence South 89°07'02" East, 104.50 feet;
3) Thence North 00° 52' 58" East, 159.66 feet;
4) Thence Northwesterly along the arc of a 17.00-foot radius, tangent curve to the left, through a central angle of 56°37'33", an arc distance of 16.80 feet, to a point of reverse curve;
5) Thence Northwesterly along the arc of a 27.00-foot radius, tangent curve to the right, through a central angle of 56°37'33", an arc distance of 26.68 feet;
6) Thence North 00°52'58 East, 37.00 feet to the Northwesterly corner of said Parcel 2;

Thence along the general northerly line of said Parcel 2 and continuing along the northerly line of said Parcel 1, the following seven courses;

1) South 89°07'02" East, 34.09 feet
2) Thence, South 00°52'58" West, 10.00 feet
3) Thence, South 89°07'02" East, 20.00 feet
4) Thence, North 00°52'58" East, 10.00 feet
5) Thence, South 89°07'02" East, 2.52 feet
6) Thence, North 00°52'58" East, 46.00 feet
7) Thence, South 89°07'02" East, 324.63 feet;

Thence leaving the northerly line of said Parcel 1, South 00°52'09" West, 234.01 feet to the TRUE POINT OF BEGINNING.

1570 Oakland Road | San Jose, California 95131 | (408) 487-2200 | (408) 487-2222 **Fax** | www.**HMHca**.com

Containing 3.868 acres, more or less.

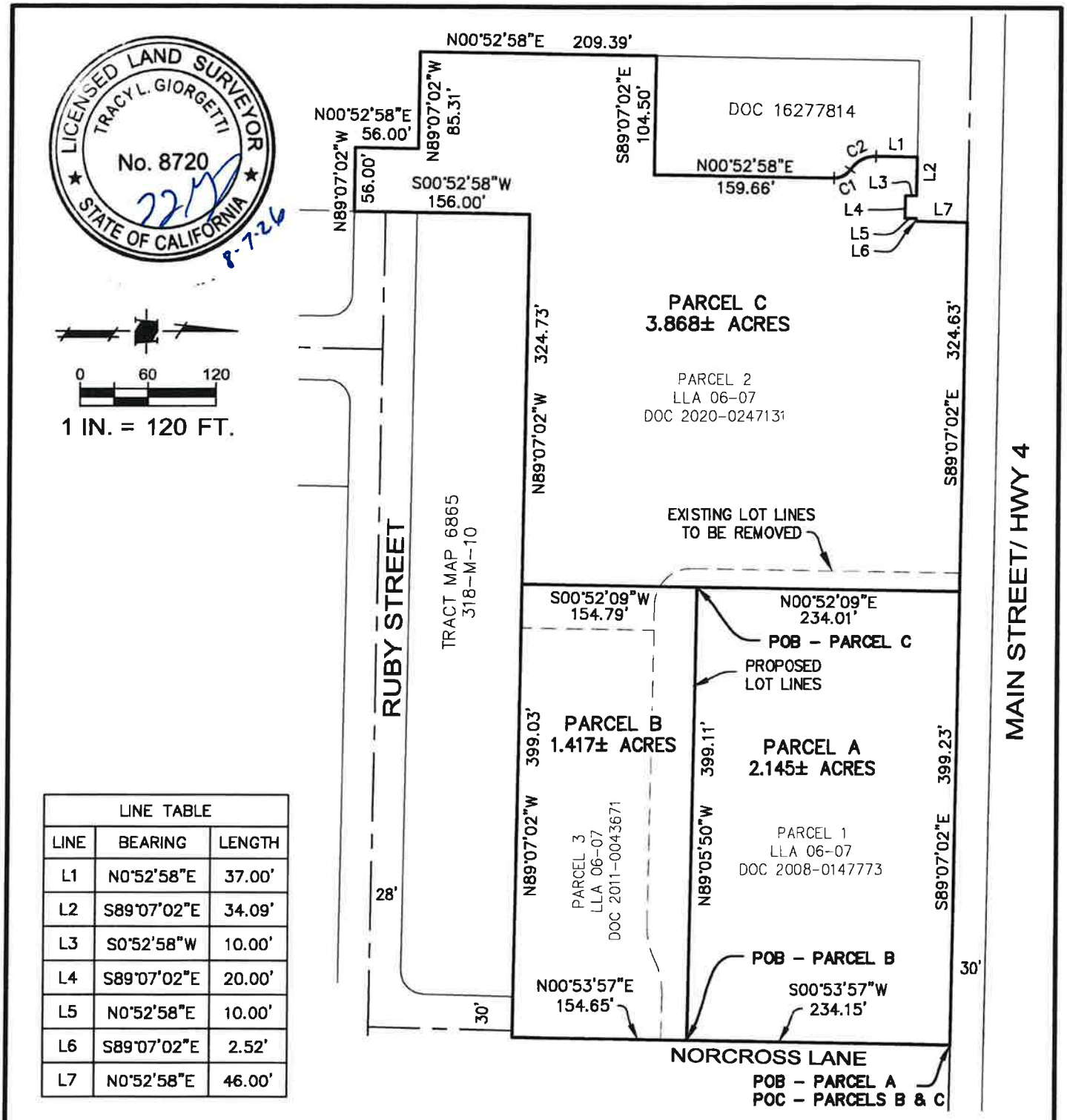
END OF DESCRIPTION

This legal description was prepared by me or under my direction in accordance with the Professional Land Surveyors Act.

Date: 8.7.26

Tracy L. Giorgetti, LS 8720





LINE TABLE		
LINE	BEARING	LENGTH
L1	N0°52'58"E	37.00'
L2	S89°07'02"E	34.09'
L3	S0°52'58"W	10.00'
L4	S89°07'02"E	20.00'
L5	N0°52'58"E	10.00'
L6	S89°07'02"E	2.52'
L7	N0°52'58"E	46.00'

CURVE TABLE			
CURVE	RADIUS	DELTA	LENGTH
C1	17.00'	56°37'33"	16.80'
C2	27.00'	56°37'33"	26.68'

LEGEND

POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT

SHEET 1 OF 1

Date:	2026-08-07
Designed:	–
Drawn:	IB
Checked:	TG
Proj. Engr.:	–
567510318PL01	

1570 Oakland Road San Jose, CA 95131
(408) 487-2200 HMHca.com

EXHIBIT "B"
PLAT TO ACCOMPANY DESCRIPTION:
LOT LINE ADJUSTMENT LLA 26-01

OAKLEY CALIFORNIA

EXHIBIT B1

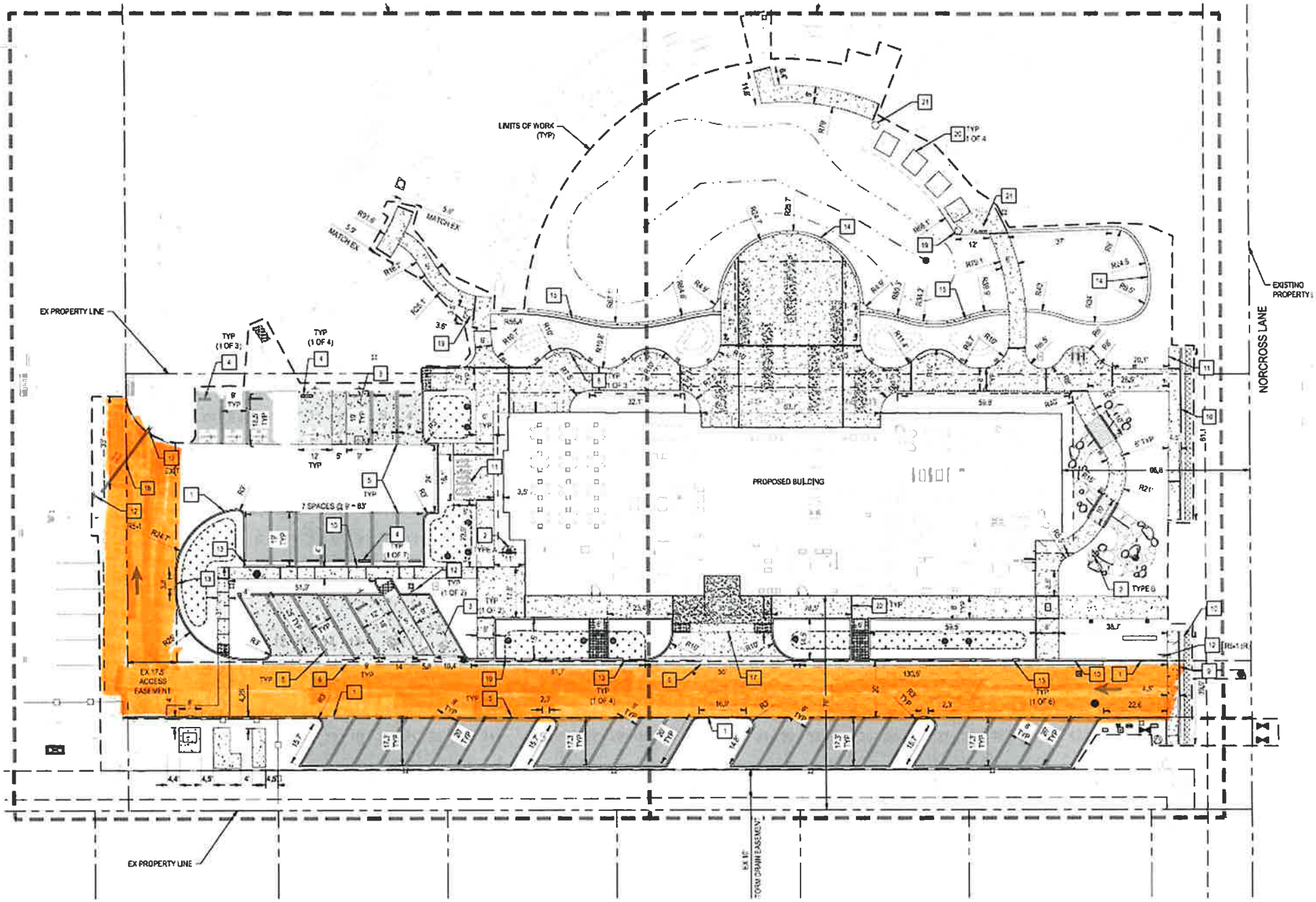

LIMITS OF WORK (TYP)
EX PROPERTY LINE
EXISTING PROPERTY
NORCROSS LANE
PROPOSED BUILDING
7 SPACES @ 9' = 63'
EX 17.5 ACCESS EASEMENT
EX PROPERTY LINE
TOWN DRAIN EASEMENT

EXHIBIT C1

EXHIBIT "C1"
Legal Description
Access Easement, Utility Easement & Parking Agreement

REAL PROPERTY in the City of Oakley, County of Contra Costa, State of California, described as follows:

That portion of Parcel B of "Lot Line Adjustment LLA No. 26-01" as described in the Lot Line Adjustment recorded September 2026,2026 as Document No. 2026-0096277, Records of Contra Costa County.

COMMENCING at the Southeast corner of said Parcel B;
Thence along the easterly line of said Parcel B, North 00°53'57" East, 32.65 feet to the TRUE POINT OF BEGINNING.

Thence along a line parallel with and distant 32.65 feet northerly of the southerly line of said Parcel B, North 89°07'02" West, 399.05 feet to the westerly line of said Parcel B;
Thence along said westerly line, North 00°52'09" East, 115.55 feet;
Thence southeasterly along an arc of a non-tangent curve to the left, whose radial bears South 86°00'28" West, having a radius of 20.00 feet, through a central angle of 78°09'55" for an arc distance of 27.28 feet to a line parallel with and distant 17.50 feet easterly of said westerly line;
Thence along said parallel line, South 00°52'09" West, 77.40 feet to a line parallel with and distant 52.65 feet northerly of said southerly line;
Thence along said parallel line, South 89°07'02" East, 381.56 feet to said easterly line;
Thence along said easterly line, South 00°53'57" West, 20.00 feet to the TRUE POINT OF BEGINNING.

Containing 9,417 square feet, more or less.

END OF DESCRIPTION

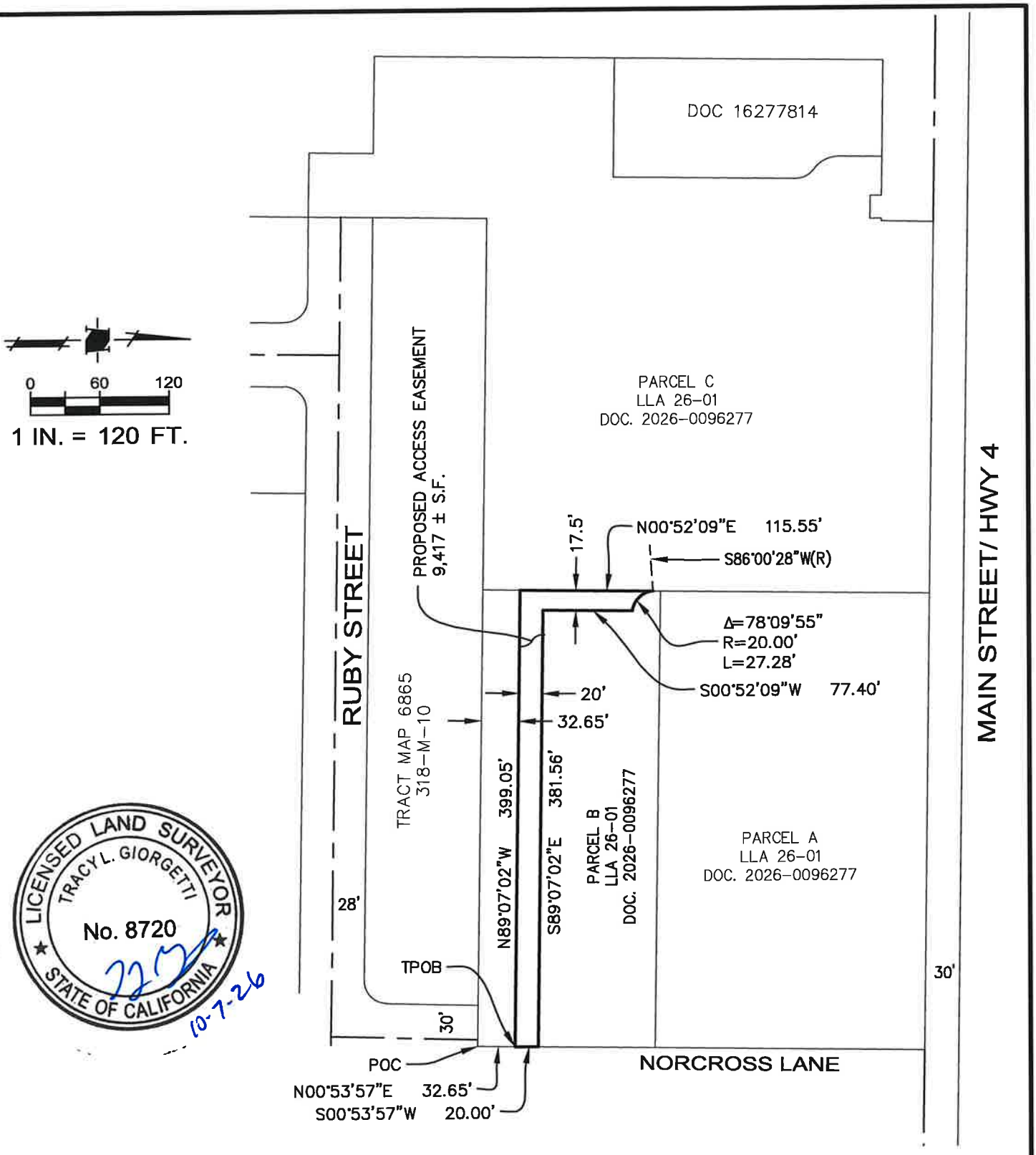
This legal description was prepared by me or under my direction in accordance with the Professional Land Surveyors Act.

Date: 10·7·26

Tracy L. Giorgetti, LS 8720

LICENSED LAND SURVEYOR
TRACY L. GIORGETTI
No. 8720
STATE OF CALIFORNIA

1570 Oakland Road | San Jose, California 95131 | (408) 487-2200 | (408) 487-2222 **Fax** | www.**HMHca**.com



LICENSED LAND SURVEYOR
TRACY L. GIORGETTI
No. 8720
STATE OF CALIFORNIA
10-7-26

LEGEND

(R)	RADIAL BEARING
POC	POINT OF COMMENCEMENT
TPOB	TRUE POINT OF BEGINNING

SHEET 1 OF 1

Date:	2026-10-07
Designed:	–
Drawn:	IB
Checked:	TG
Proj. Engr.:	–
567510318PL02	

1570 Oakland Road
San Jose, CA 95131
(408) 487-2200
HMHca.com

EXHIBIT "C1"
PLAT TO ACCOMPANY DESCRIPTION: ACCESS EASEMENT, UTILITY EASEMENT & PARKING AGREEMENT

OAKLEY CALIFORNIA

STAFF REPORT

OAKLEY
CALIFORNIA

DATE: February 10, 2026
TO: City Council
FROM: Joshua McMurray, City Manager

Approved and Forwarded to the City Council

SUBJECT: Adopt a Resolution Approving the First Amendment to the Design-Build Agreements with Woodland Construction Builders, Inc for the Design and Construction of the New Oakley Library and Community Center and Authorizing the City Manager to Execute the Amendment

Background and Analysis

Design-Build Agreement

The background for this item is contained in the staff report from September 23, 2025, attached to this report. In that staff report, the project was explained in detail and broken into three phases and it mentioned the need to come back to the City Council two more times to amend the contract for the different phases of the project. For reference, Phase 1 was Validation and intended to develop a concept design, Phase 2 will be detailed design through permitting, and Phase 3 is construction. Phase 1 has wrapped up and the deliverables have been attached to this report. As part of Phase 1, the project team held stakeholder meetings, three separate meetings with the Contra Costa County Library Staff and three meetings with the council sub-committee. The purpose of these meetings was to gain an understanding of the space needs for library programing and to come up with a concept design that in tandem would be used to develop a full design in Phase 2 which then will be used to construct the project in Phase 3. Staff is only requesting an amendment to the agreements to allow Phase 2 to move forward, which will build on the Phase 1 work already completed.

As part of this report, the Oakley Library and Community Center Spatial Program, developed by Siegel and Strain Architects in collaboration with many stakeholders, documents the various activities and needs to be supported by a new Oakley Library & Community Center, and the spaces required to host and operate them. In addition to that document, a concept site plan and elevations have also been attached to this report to give the City Council and the public an idea of where the final design is headed.

The mid-year budget review, which will be heard before this item, asks the City Council to consider an additional $1.5 million dollar allocation to the project. This additional allocation will go towards the Community Center side of the building, which will allow for some additional space to make the center more usable, including space for the new Emergency Operation Center, exteriorly accessed restrooms to replace the restrooms that will be removed next to the amphitheater in addition to some storage area. The allocation will also support the demolition of the existing amphitheater

structure and construction of a new amphitheater structure/band stand area. This new approach came out through the concept design phase of the project and will allow the building to be a focal point of the campus while maintain sight lines of City Hall. It will also allow for additional seating areas and areas for the public to use and enjoy.

Staff is requesting the City Council approve this first amendment to the design-build agreement (through the change order attached) that will allow Staff to continue to work with the project team on the Phase 2 work, which is detailed in the Exhibit B document of the draft resolution.

Consistency with the Oakley Strategic Plan 27+

This item is consistent with the following Goals of the Strategic Plan 27+ as follows:

1. Community and Economic Development Goal. Specifically, under the Strategic and Thoughtful Growth Objective: *Consider relocating the co-hosted City/ High School Library to a downtown location that can be a unifying location for Seniors, Youth, Veterans, and possible satellite location for County services.*

2. Community and Collaborative Partnerships goal.

Fiscal Impact

The Fiscal Impact for this second phase of the work outlined in Exhibit B is set at a not to exceed cost of $1,250,0000. Funding has been allocated through Capital Improvement Program Project #318.

Staff does note that at the September 23, 2025 City Council meeting, then Mayor Shaw asked if Staff could look for ways to fund Phase 1 with another funding source to ensure we have as much funding available for design and construction. There are a few funding sources that Staff has initially identified but would prefer to wait until the end of this Fiscal Year to bring a recommendation back to the City Council.

Staff Recommendation

Staff recommends the City Council Adopt the Resolution approving the First Amendment to the Design-Build Agreements with Woodland Construction Builders, Inc. and authorizing the City Manager to execute the First Amendment to the Agreements.

Attachments

1. Draft Resolution to Approve the First Amendment to the Design-Build Agreement with Exhibit B
2. City Council Staff Report dated September 23, 2025
3. Oakley Library and Community Center Spatial Program
4. Oakley Library and Community Center Concept Site Plan and Elevations

RESOLUTION NO. XX-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE FIRST AMENDMENT TO THE DESIGN-BUILD AGREEMENT'S WITH WOODLAND CONSTRUCTION BUILDERS, INC. FOR THE DESIGN AND CONSTRUCTION OF THE NEW OAKLEY LIBRARY AND COMMUNITY CENTER PROJECT

BE IT RESOLVED by the City Council of the City of Oakley approves the attached First Amendment (Exhibit B) to the Design-Build Agreements with Woodland Construction Builders, Inc. for the design and construction of the new Oakley Library and Community Center, and authorizes the City Manager to execute the First Amendment to the Agreements on its behalf.

PASSED AND ADOPTED by the City Council of the City of Oakley this 10th day of February 2026 by the following vote.

AYES:
NOES:
ABSTENTION:
ABSENT:

APPROVED:

_____
Hugh Henderson, Mayor

ATTEST:

_____
Kim Snodgrass, City Clerk

_____
Date

Change Order

☐

PROJECT ***(Name and address)*** **:**
City of Oakley
Library & Community Center
Oakley, CA 94561

CHANGE ORDER NUMBER: 001
DATE: 02/03/26

OWNER: ☐
CONTRACTOR: ☐
FIELD: ☐
OTHER: ☐

OWNER ***(Name and address)*** **:**
City of Oakley
3231 Main Street
Oakley, CA 94561

CONTRACT DATE: 9/23/25
CONTRACT FOR: City of Oakley Library & Community Center

CONTRACTOR ***(Name and address)*** **:**
Woodland Construction Builders Inc.
P.O. Box 289
Salida, CA 95368

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Project Phase 2 - Detailed design through permitting, per attached Exhibit B - Project Phase 2 Scope of Services.	$1,250,000.00

The original Contract Sum was	$	$251,140.00
The net change by previously authorized Change Orders	$	$0.00
The Contract Sum prior to this Change Order was	$	$251,140.00
The Contract Sum will be increased by this Change Order in the amount of	$	$1,250,000.00
The new Contract Sum including this Change Order will be	$	$1,501,140.00

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER AND GENERAL CONTRACTOR.

City of Oakley	Woodland Construction Builders Inc.
OWNER	**CONTRACTOR** ***(Firm Name)***
3231 Main Street Oakley, CA 94567	P.O. Box 289 Salida, CA 95368
ADDRESS	**ADDRESS**
BY ***(Signature)***	**BY** ***(Signature)***
	Curtis Basore
(Typed Name)	***(Typed Name)***
	2/3/2026
DATE	**DATE**

EXHIBIT B

OLCC - Oakley Library and Community Center

Project Phase 2 – Detailed Design Through Permitting

Feb 3, 2026

EXHIBIT B.1 - GENERAL CONTRACTOR SCOPE OF SERVICES

PHASE 1 – VALIDATION (CONCEPT DESIGN)

(Phase 1 complete as of January 2026)

PHASE 2 – DETAILED DESIGN THROUGH PERMITTING

1. Project management support of meetings and design reviews as required
2. Estimating and budgeting services throughout the design cycle
3. Conduct estimating and bidding of the construction phase
4. Assemble detailed Guaranteed Maximum Price (GMP) Schedule of Values for the Construction Phase, and conduct open-book bid review with owner
5. Assemble a proposal for the GMP for the current proposed agreed upon scope
6. Assemble detailed construction schedule for the agreed upon scope of the project
7. Amend the contract to perform phase 3 under a fixed price with stipulated sum contract basis
8. Obtain owner approval to proceed with the construction phase under the agreed upon GMP proposal
9. Conclude plan review process as necessary for issuance of permits and bonds as required for construction. Cost of Permits and Bonds to be included in the Construction Budget within future Phase 3.
10. Facilitate utility application and fees with owner

FEE SUMMARY – PHASE 2

Woodland Construction Fee Summary For Phase 2

Billed as accrued, on a not to exceed basis

Task	Rate	QTY	Maximum To Not Exceed
Project Management	$165 per hour	160 hours	No Charge
Estimating	$145 per hour	185 hours	$26,825.00
Office/clerical/Contracts Administration Allowance (Consultants as billed)	$90/hr Office & Clerical	Not To Exceed	$4,500.00
Architectural & Engineering Design Fees (see below breakdown)			$1,053,580.00
General Contractor OHP	6%		$65,095.00
Owner Contingency			$100,000.00
NOT TO EXCEED TOTAL			**$1,250,000.00**

Architectural & Engineering Design Fee Summary for Phase 2 (included in total above)

Task	Rate	QTY	Maximum To Not Exceed
Architectural fee (Seigel & Strain)			$573,200.00
Civil Engineering consultant			$98,500.00
Landscape Design consultant			$38,500.00
Structural Engineering consultant			$113,800.00
Mechanical Engineering consultant			$57,300.00
Electrical Engineering consultant			$101,300.00
Low Voltage/Acoustic Design consultant			$53,980.00
Project Specifications			$17,000.00
Total			**$1,053,580.00**

EXHIBIT B.2 - ARCHITECTURAL SCOPE OF SERVICES

PHASE 1 – VALIDATION (CONCEPT DESIGN)

(Phase 1 complete as of January 2026)

PHASE 2 – DETAILED DESIGN THROUGH PERMITTING

Task 2 – 30% Design

1. **Subtasks:**
    - Stakeholder Engagement Implementation: Implement the Stakeholder engagement strategy as defined in Phase 1.
        - (3) Community Engagement Meetings
        - Additional informational meetings with groups such as the Veterans and Youth Advisory Group as needed
        - Present Preferred Conceptual Design to the City Council
    - Meet with the City to define Owner's Project Requirements (OPR)
    - Prepare 30% Design Documents, including:
        - Site Plan locating major features
        - Grading Plan
        - Utility Plan
        - Building Plans
        - Furniture Plan
        - (3) 3D renderings
        - Structural framing diagram
        - Systems (MEP) diagrams
        - Regulatory & Code Analysis
        - Specifications Table of Contents
        - Basis of Design Document
            - Project Goals
            - Performance requirements
            - Proposed materials, assembly descriptions
            - Proposed System descriptions
    - Submit 30% Design Documents for review by the City
    - Planning Approvals: Coordinate and submit required documents to secure planning approvals.
2. **Deliverables:**
    - 30% Design Documents
3. **Meeting Summary:**
    - City Council to present the preferred Conceptual Design
    - Owner's Project Requirements (OPR)
    - Conduct collaborative meetings and workshops with the City and Stakeholders.
        - (3) Community Engagement Meetings
    - Ongoing coordination and progress meetings

Task 3 – 75% Design – Permit Set

Advance design to 75% Design level. Fix and describe size and character of the architecture together with structural, mechanical, and electrical.

1. **Tasks:**
    - Meet with the City to review 30% Design and City comments
    - Develop design of building and related site improvements. 75% Design Documents to include:
        - Architectural Plans
        - Furniture Plan
        - Furniture and Shelving specifications, budget, and schedule
        - Regulatory & Code Analysis Plans
        - Site Demolition Plan
        - Grading & Utility Plans
        - Stormwater Management Plan
        - Landscape Site Plans
        - Mechanical Plans
        - Plumbing Plans
        - Lighting Plans
        - Low voltage plans for technology system, security system cabling infrastructure, and fire alarm system components.
        - Specifications
        - Cut sheets for major equipment & fixtures
        - Cost Estimate
        - CalGreen checklist
        - Title 24 Documentation
    - Submit 75% Design documents for review by the City
    - Submit permit documents for review by AHJ
    - Respond to up to 2 rounds of plan check comments
    - Assist Builder in securing necessary permits
2. **Deliverables:**
    - 75% Design Drawings and Specifications (Permit Submittal)
    - Final permit applications and supporting design documents
3. **Meeting Summary:**
    - 30% Design comment review
    - Planning agencies to review comments
    - Pre-permit submittal meetings with Regulatory Agencies (up to 2)
    - Plan Check comment review meeting (up to 2, if needed)
    - Ongoing coordination and progress meetings

Task 4 – 90% Design – Bid Set

Prepare contract documents used to permit and bid.

Drawings prepared in Revit; specifications in MS Word.

1. **Tasks:**
    - Develop site and building design to 90% Design level (Permit Submittal / Bid Set)
        - Meet with the City to review 75% Design documents and City comments
        - Incorporate Permit comments & City comments into Documents
        - Prepare 90% Design Documents, including:
            - Update to 75% Design documents

- Design team to Assist Builder in obtaining a successful bid, including:
  - Manage Design Team through bidding process
  - Attend bid walk, organized by PM
  - Respond to Bidder Requests for Information (RFIs)
  - Issue Addenda

2. **Deliverables:**
   - 90% Design, Drawings and Specifications (Bid Set)
3. **Meeting Summary:**
   - 75% Design Comment Review
   - Bid Walk
   - Meetings with the City to present the GMP proposal
   - Ongoing coordination and progress meetings

Task 5 – 100% Design – Conformed Set

Prepare contract documents used to construct.

1. **Tasks:**
   - Develop site and building design to 100% Design level
     - Incorporate City comments into Documents
     - Incorporate Bid Addenda into Documents
     - Prepare 100% Design documents, including:
       - Update to 90% Design documents
     - Submit 100% Design Documents to the City
2. **Deliverables:**
   - 100% Design Documents, Drawings and Specifications
3. **Meeting Summary:**
   - 90% Design comment review
   - Ongoing coordination and progress meetings

INFORMATION BELOW PRELIMINARY & PROVIDED FOR INFORMATION ONLY

PHASE 3 – CONSTRUCTION

Note, The scope listed below for this phase is preliminary and will be refined as we progress through Phase 2.

Task 6 – Construction

1. **Tasks:**
   - Design Team tasks during construction include:
     - Attend pre-construction Meeting
     - Construction meetings and site observations
     - Review shop drawings and submittals
     - Review change orders
     - Prepare RFI responses
     - Prepare Supplemental Instructions
     - Issue Field Notes

- Attend Punch list walks
- Review and approve punch lists

- Design Team tasks during close-out include:
  - Review contractor provided as-built drawings for all disciplines
  - Prepare As-Built drawings and documentation based on contractor markups
  - Review Operations and Manual submittals for accuracy and completeness

2. **Deliverables:**
   - As-Built drawings
3. **Meeting Summary:**
   - Pre-construction Meeting
   - Construction Meetings

DATE: September 23, 2025

TO: City Council

FROM: Joshua McMurray, City Manager

Approved and Forwarded to the City Council

SUBJECT: Adopt two Resolutions as follows: 1) Adopt a Resolution Approving the Design-Build Agreements with Woodland Construction Builders, Inc for the Design and Construction of the New Oakley Library and Community Center and Authorizing the City Manager to Execute the Agreements; and 2) Adopt a Resolution to Establish a Library and Community Center Project Specific Sub-Committee for the Design-Build Phase of the Project

Background and Analysis

Design-Build Agreement

The City has been working towards delivering a new Library and Community Center to the community for over two decades. The current 3,000 sq. ft library is housed within the Freedom High School library on campus, and as the community has grown over the years, the temporary library homes is no longer adequate to serve almost 50,000 Oakley residents. Over the past three plus years, the City worked with the County to deed to the City half of the O'Hara block bound by O'Hara Avenue to the west, Acme Street to the north, 2nd Street to the east and Ruby Street to the south. The City has hired multiple consultants to site plan, explore feasibility of both a library and community center as well as potential housing on the O'Hara block, assist with Request for Proposal (RFP) documents and assist with the interview and selection of a Design-Build team. In addition to that work, Staff would like to acknowledge the tremendous effort made by the Friends of the Oakley Library group with their fundraising campaign that started in 2024 and has continued into 2025. They have raised approximately $1 million dollars which will be added to the $10.5 million dollars that was allocated to Capital Improvement Program Project #318 as part of the FY24/25 budget. That means that although the desire of the City Council was to see an approximately 28,000 square foot facility, we will more than likely get a facility that is approximately 11,500 square feet but will be designed in a way that it can be added onto in future phasing as funding becomes available.

When we last discussed concepts with the City Council in November 2023, we intended to pursue a Public Private Partnership (P3) model, which in this case would allow a developer to provide the City a public facility as part of a private development project. The private development project centered around housing on the O'Hara block with the new library and community center on the Civic Center campus. Although our initial analysis was promising, as the City went through the RFP process, it became evident there was no interest from potential proposers in combining the two aspects of project. For background, the City split the RFP process into two phases, with assistance from Baker

Tilly; the first satisfied the Surplus Land Act requirements and we did not receive any proposals in response to that request. The second release of the RFP, which is attached to this report , was released on May 28th with formal responses due on July 2nd. We held a mandatory pre-proposal meeting on June 11th, where approximately 50 people representing architecture and construction firms attended. We received two proposals, one from a team of Pankow Builders and Knoll & Tam Architects and one from Woodland Construction Builders, Inc. and Siegle & Strain Architects. The two proposals did not include a P3 delivery model, did not include any proposal for housing on the O'Hara block and solely focused on the development of a new Library and Community Center on the Civic Center campus. Staff proceeded with the review of the RFPs and that review included the City Manager, Assistant City Manager, Public Works Director, Community Development Director and members from Baker Tilly. After the RFPs were reviewed, we held in-person interviews of both teams on July 30th. After the interviews, Staff and Baker Tilly convened to discuss and ultimately the team of Woodland Construction Builders, Inc. and Siegle & Strain Architects were chosen. They were chosen for two main reasons, the first being the size of the both firms being on the smaller side, which aligns well with our Team and structure along with the thought that we will get the most for our money utilizing smaller firms, and the second being the fact that this same team designed and constructed our Recreation Center, which came in on time and budget.

Since the Design-Build team has been selected, City Staff has been working with Woodland Construction Builders, Inc. on a formal agreement so that we can move forward with Phase 1 of the project. It should be noted that the project will be split into three distinct phases as follows: Phase 1 is Validation and will develop a concept design, Phase 2 is detailed design through permitting, and Phase 3 is construction. The attached standard agreement provides the broad outline of the terms and conditions of the design-build of the project. The Agreement does not yet include the full detailed schedule of the Guaranteed Maximum Price (GMP) which will come as the design further comes along and will be brought back to the Council for consideration at the appropriate time. Each phase after Phase 1 will require a contract amendment, which will need approval by the City Council. For Phase 1, the agreement includes all preliminary work and design services with a full description found in Exhibit A.1 of Form 544.

City Council Sub-committee

Similar to prior project specific sub-committee assignments, Staff is requesting the City Council establish a project specific sub-committee that will focus on this next phase of work with the Design-Build team. This would involve aspects of the public outreach component as well as initial concept design of the new facility. The sub-committee would help update the Council periodically at a regularly scheduled City Council meeting. Contrary to local standing committees, project specific subcommittees are not subject to the Brown Act because they are of limited duration, have a very specific scope and meet infrequently.

Consistency with the Oakley Strategic Plan 27+

This item is consistent with the following Goals of the Strategic Plan 27+ as follows:

1. Community and Economic Development Goal. Specifically, under the Strategic and Thoughtful Growth Objective: *Consider relocating the co-hosted City/ High School Library to* a *downtown location that can be* a *unifying location for Seniors, Youth, Veterans, and possible satellite location for County services.*

2. Community and Collaborative Partnerships goal.

Fiscal Impact

The Fiscal Impact for this item has been broken out as follows:

1. This initial phase of the work outlined in Exhibit A.1 is to not exceed $251,140. Funding has been allocated through Capital Improvement Program Project #318.

2. There is no fiscal impact associated with establishing a project specific City Council Sub-Committee for the Design-Build phase of the project.

Staff Recommendation

Staff recommends the City Council take the following two actions:

1. Adopt the Resolution approving the Design-Build Agreement with Woodland Construction Builders, Inc. and authorizing the City Manager to execute the Agreement.

2. Approve the Resolution establishing the Library and Community Center Project Specific Sub-Committee for the Design-Build phase of the project and appoint no more than two Councilmembers to the sub-committee.

Attachments

1. RFP dated May 28th, 2025
2. Woodland Construction Builders, Inc and Siegal & Strain Architects RFP Response dated July 2, 2025
3. Draft Resolution to Approve the Design-Build Agreement
4. Design Build Agreement (Contract Form 544 with Exhibit A.1 and Contract Form 535)
5. Draft Resolution to Approve the Library and Community Center Project Specific Sub-Committee for the Design-Build phase of the project

DRAFT

Oakley Library & Community Center

Spatial Program Document
December 19, 2025

OAKLEY

CONTRA COSTA COUNTY LIBRARY
Bringing People and Ideas Together
ccclib.org

SIEGEL & STRAIN Architects

woodland
CONSTRUCTION BUILDERS INC.

KP a+d

mjgómez associates

Prepared for the City of Oakley in collaboration with

City of Oakley Project Leadership Team
- City Manager – Joshua McMurray
- Assistant City Manager – Danielle Navarro
- Public Works Director – Kevin Rohani

City of Oakley Council Subcommittee
- Mayor - Hugh Henderson
- Councilmember - Shannon Shaw

City of Oakley Recreation
- Recreation Manager - Troy Faulk

County Supervisor Burgis

District Representative for Supervisor Burgis - Claire Alaura

Contra Costa County Library (CCCL)
- County Librarian - Alison McKee
- Deputy County Librarian - Amy Brunson
- Library Services Manager - Gia Paolini
- Oakley Library Manager - Lisa Cano-Loomis
- Deputy County Librarian for Technical Services - Yemila Alvarez
- Library IT - Ron Cruz
- Collection Development Manager - Kara Sheetz
- Collection Development Specialist - Jenna Skinner
- Commission Member - Kevin Armonio

Oakley Library Staff
- Youth Services Librarian - Lucia Flores
- Adult / Teen Services Librarian - Riley Winograd
- Library Assistant - Gianna Baldazo
- Senior Clerk - Stacey Lawson
- Senior Clerk - Lorie Butler
- Library Aide - Martha Morado

Friends of Oakley Library
- Treasurer - Liz Fuller
- Book Sale Chair - Joy Kick
- Fundraising Chair - Kerry Harvey

Teen Library Patron - Nala Guerrero

Design Team
- Architect
  - Siegel & Strain Architects
    - Principal in Charge - Susi Marzuola
    - Project Manager - Michael Hayden
    - Project Architect - Jason Barish
    - Project Designer - Niles Wertz
- Interiors Architecture
  - Karin Payson - architecture + design (KPad)
    - Principal in Charge - Karin Payson
    - Project Manager - Joanne Ha
    - Project Designer - Julio Arias
- Library Programming
  - MJ Gómez Associates - Martín Gómez

Oakley Library & Community Center

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1
Introduction



Introduction

A new library and community center project has been an aspiration of the City of Oakley's for many years. Under the guidance of the Oakley City Manager and Council, and with enthusiastic support from the Contra Costa County Supervisor, Contra Costa County Library, Friends of Oakley Library, and numerous local partners, Oakley is set on a path of realizing that dream.

As an initial step, the project's planning and design team collaborated with City and County representatives to develop a SPATIAL PROGRAM that documents the various activities and needs to be supported by a new Oakley Library & Community Center, and the spaces required to host and operate them.

We are immensely thankful to the City, County, Library, and Friends of the Oakley Library representatives who provided their insight and vision for the new library and community center. Their initial process included input from on shared community values, desired attributes for the facility, imagined experiences, and future expansion as well as analyses of the project's context to inform the qualitative and functional requirements of the new library and community center. The result is a document that goes beyond a list of spatial requirements by elaborating on how this facility might serve the Oakley community as a place in downtown where residents may meet, gather, collaborate, learn, enjoy, play, and exchange ideas.

The completion of this planning document marks the start of the project design effort. The contents of this document may be modified to reflect a deeper understanding of how this facility can best serve the current and future residents of Oakley as collaboration with project leadership continues, input from the community is received, the design effort proceeds, and thinking evolves.

Background

Contra Costa County Library (CCCL) is one of 58 county library systems in California. Founded in 1913, the Library is responsible for the administration of 26 libraries serving over 1.1 million County residents. All 26 libraries are managed by the CCCL either as city-owned or county-owned facilities or special libraries contractually operated by the CCCL. The Oakley Library is one of 16 city-owned libraries.

The City of Oakley is one of the fastest growing communities in California. The current Oakley Library is located on the campus of Freedom High School and public access to the library is a challenge because of its location and the limitations presented by sharing space with the high school.

After study of various options, the City agreed on a downtown site in Oakley's Civic Center for its new library and community facility. Adding library services and a venue for community engagement at this central location promises an enriched experience of Oakley's downtown and Civic Center Park.

The City of Oakley has provided public funding to build a new library and community center to replace the current library. As of the writing of this document, the project budget for the Oakley Library and Community Center project is $11.5 million, including construction and soft costs (such as planning, design and permitting fees, and the cost of furniture, shelving, and equipment). The planning and design phase of the project will extend into 2026, and construction of the new facility is expected to be completed in 2027.

Vision

The mission of the Contra Costa County Library system is "bringing people and ideas together." The County Library's vision is to be "the pulse of our community. Working together, we spark imagination, fuel potential, and connect people with ideas and each other." Using this framework, the Planning/Design Team asked stakeholders—including elected and appointed officials, Oakley and Contra Costa County Library staff, and representatives from the Friends of the Oakley Library—about their vision for the new Oakley Library. Here is the result:

The Oakley Library & Community Center should be a welcoming, vibrant heart of the community where residents of all ages and backgrounds—from early learners to seniors, from job seekers to entrepreneurs, from service organizations to individuals seeking connection—come together to learn, connect, and grow beyond their homes, schools, and workplaces.

As the centerpiece of the Civic Center Plaza, this facility will embody Oakley's small-town character while providing amenities that reflect the community's values of collaboration, lifelong learning, and smart development. The Library & Community Center should serve as both a destination and a natural stop along the way through downtown, fostering local networking, supporting personalized learning, and providing access to community and knowledge.

With abundant daylight and indoor-outdoor connections, the facility will bring the natural beauty of the Delta region and adjacent Civic Center park into the experience. As a gathering place, the new Oakley Library & Community Center will invite residents to connect to their community, and where Oakley's promise as a young and growing city is felt and realized every day.

Goals

Create a Flexible, Multi-functional Community Hub
Design adaptable spaces that reconfigure for diverse library and City services programs and events. Provide meeting spaces from small study rooms to flexible multipurpose rooms. Include office space for elected officials and constituent meetings. Plan Phase 1 to feel complete while enabling future expansion.

Foster Community Connection and Collaboration
Activate the Civic Center Plaza and downtown by providing gathering spaces for service clubs, nonprofits, and community organizations. Create strong indoor-outdoor connections reflecting the Delta region to anchor the facility to this particular place in the Bay Area. Design a welcoming entrance with optimal safety and security, and maximize visibility with natural light and clear sightlines.

Support Lifelong Learning and Digital Literacy
Serve all ages with children's, teen, and adult spaces. Provide robust technology infrastructure to support library patrons, remote workers, students, homeschoolers, local organizations, and small businesses. Offer spaces for tutoring, literacy programs, and digital learning.

Serve Oakley's Diverse and Growing Population
Design culturally responsive spaces welcoming all, including Spanish-speaking and bilingual communities. Include family-friendly amenities: family restrooms, stroller parking, and child-appropriate furniture. Apply universal design principles throughout.

Support Staff for Operational Excellence
Provide adequate library staff and volunteer workspaces with efficient office, processing, circulation and support spaces. Implement a single-service desk maintaining patron support and privacy while maintaining library oversight.

Celebrate Local Identity and Create Civic Pride
Design a landmark facility that residents proudly share with visitors. Incorporate design elements reflecting Oakley's character and the Delta region. Include community information displays and integrated donor recognition opportunities.

Integrate Sustainable, Cost-effective Design
Maximize quality and functionality within budget constraints. Select durable, low-maintenance materials for heavy public use. Coordinate efficient building systems with City standards. Plan for long-term operational efficiency and future costs.

Timeline

Project Awarded to Siegel & Strain / Woodland - September 23, 2025

City of Oakley, CCCL, Planning / Design Team Kick-off Meeting - September 25, 2025

- Presentation of project overview
- Confirmation of project scope
- Establish upcoming work sessions

Work Session 1 - October 21, 2025

- Presentation of stakeholder aspirations & vision
- Confirmation of various space types & functions
- Review of design & functionality of the library & community center
- Affirmation of project vision & goals

Work Session 2 - November 13, 2025

- Presentation of proposed area types, space allocations, & adjacencies
- Confirmation of reductions in shelving, area requirements for the teen space, & reassignment of area to the children's space
- Confirmation of number of, & seating requirements for library study rooms
- Discussion on furnishing, equipment, & shelving requirements in library areas
- Review of community center spaces & responsibilities

Work Session 3 - December 2, 2025

- Presentation of the draft Spatial Program Document

Completion of the Spatial Program Document

Methodology

The Siegel & Strain Planning/Design Team reviewed internal Contra Costa County Library (CCCL) policy documents and reports, including the Contra Costa County Library's 2024 Strategic Plan Update, Design Standards for the Contra Costa County Library (2024), and the Library's August 2025 Collection Development Plan, and CCCL's recently completed community-based surveys which provide valuable information about county-wide library goals and service plans for each library, including Oakley.

The Planning/Design Team also conducted over a dozen one-on-one conversations with Oakley leaders including Mayor Shannon Shaw, County Supervisor Diane Burgis, District 3 representative Claire Alauna, Library Commissioner Kevin Armonio, and members of the CCCL leadership team. We also conducted two in-depth focus groups—one with Oakley Library staff and another with representatives from the Friends of the Oakley Public Library.

We held three work sessions with City of Oakley leadership and the Contra Costa County Library staff to review the feedback received. Attendees included City Manager Joshua McMurray, Assistant City Manager Danielle Navarro, Public Works Director Kevin Rohani, and members of the Contra Costa County Library team: Alison McKee (County Librarian), Amy Brunson (Assistant County Librarian), Yemila Alvarez (Deputy Library Director), Gia Paolini (County Library Manager for the East Region), Lisa Cano-Loomis (Oakley Branch Manager), Collection Manager Kara Sheetz, and IT Manager Ron Cruz.

These information gathering effort provided insight into Oakley's growing community needs and valuable suggestions about how the new library and community center will enhance life in Oakley. This document describes how spaces will serve and meet the needs of Oakley residents, and will continue to evolve in continued collaboration with City and Library leadership during the project design effort.

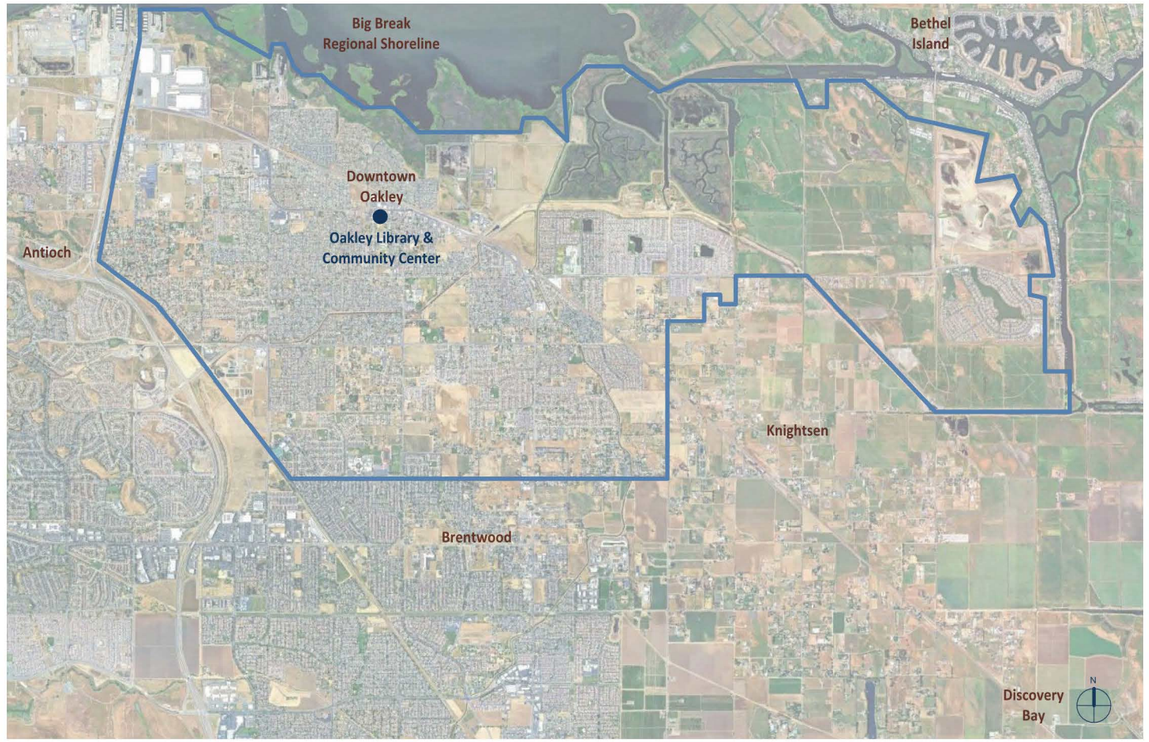


Contra Costa County Library Branches



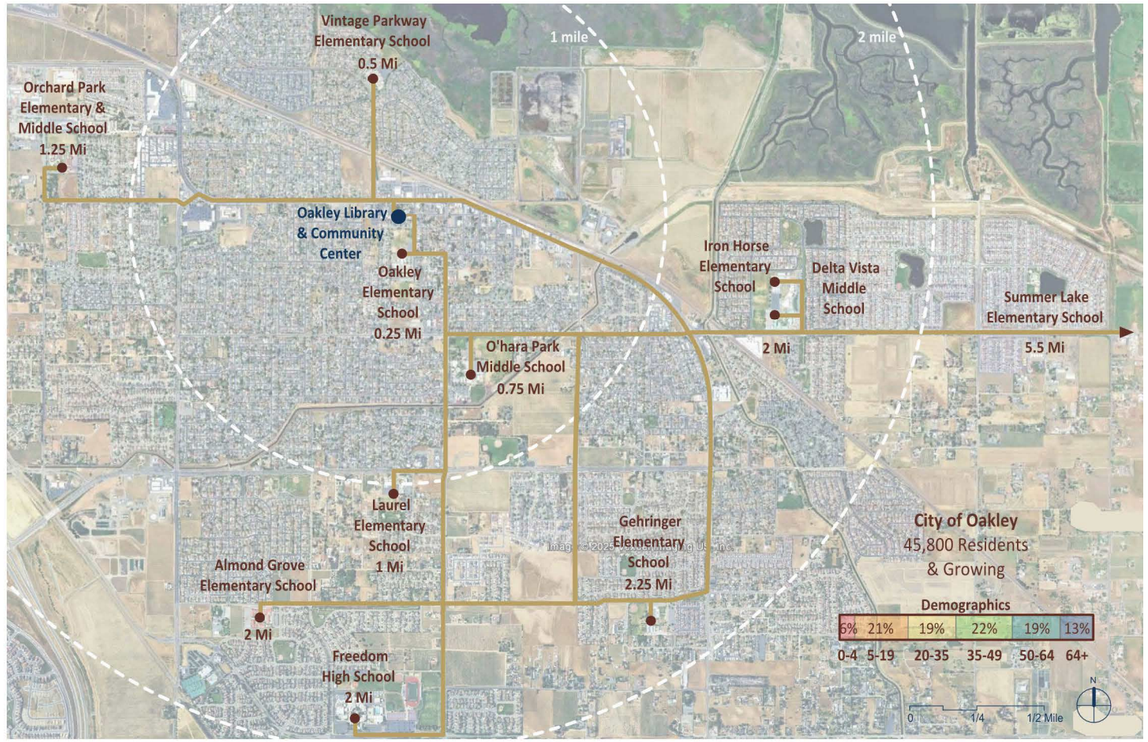
The site of the new Oakley Library and Community Center is in eastern Contra Costa County and on the edge of the county's library network. Once completed, the new facility will provide library, county, and city services to a rapidly growing Oakley community of 48,500 residents and an increasing population living beyond the city limits.

City of Oakley



The City of Oakley sits along the Big Break Regional Shoreline, and is positioned between Antioch to the west, Brentwood, Knightsen and Discovery Bay to the south, and Bethel Island to the north.

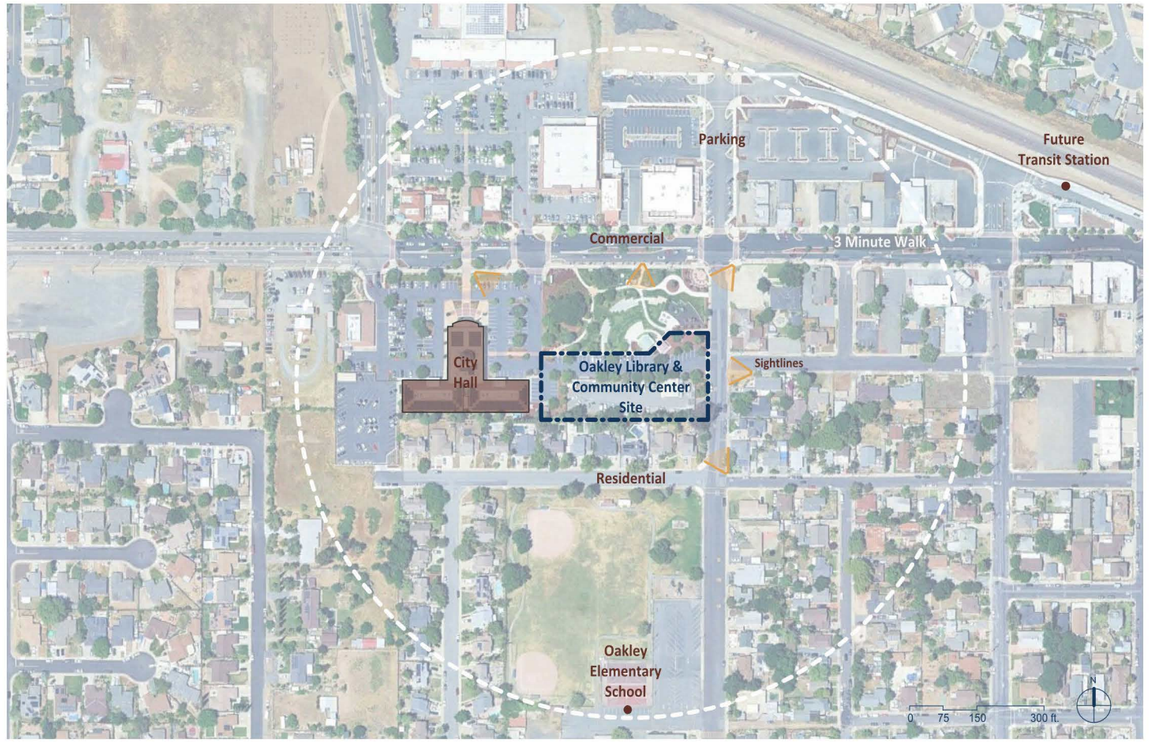
Oakley Population & Schools



The City of Oakley's age demographics reveal a notably young population. Approximately 20% of residents are under 19 years of age, and 40% are under 35. The remaining population is distributed relatively evenly across three age groups: 35 to 50 years, 50 to 65 years, and residents over 65 years. The new Oakley Library and Community Center will be designed to serve all age groups.

Oakley is also home to numerous public schools, including eight elementary schools, three middle schools, and one high school. The City, Library, and local school districts will partner on programs designed to encourage school-aged use of the library, including potential transportation initiatives to improve access.

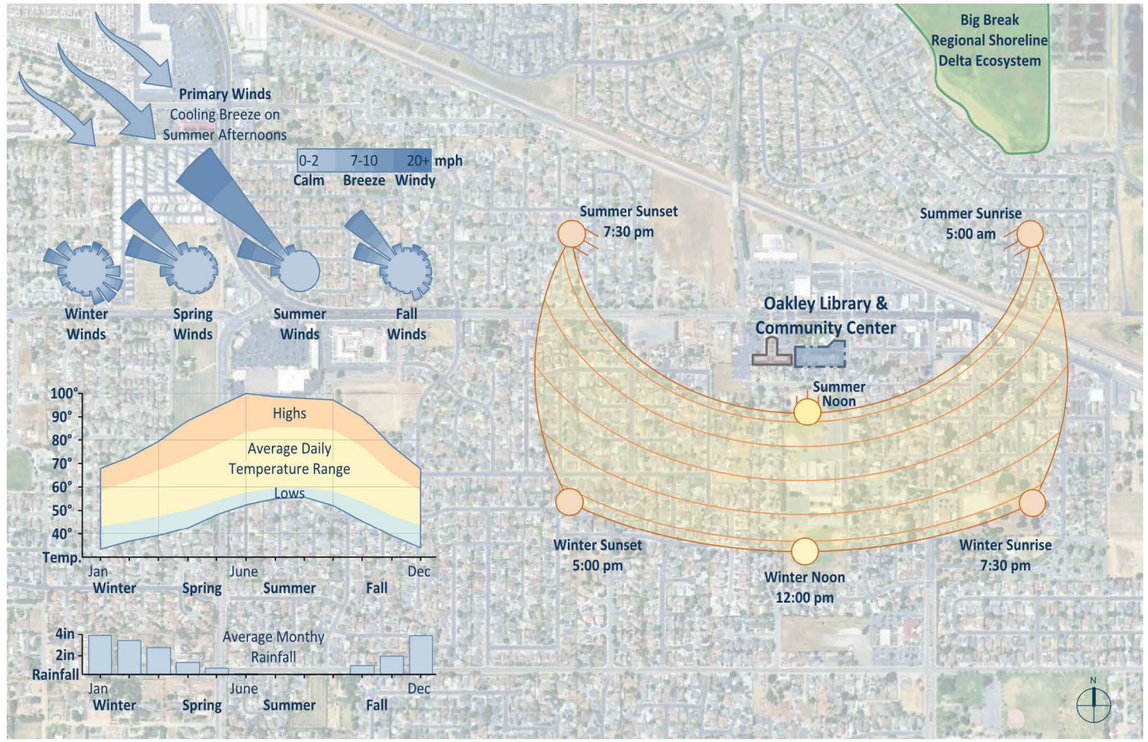
Oakley Library & Community Center Site Description



The site for the new Oakley Library and Community Center is ideally located in downtown Oakley on a 38,000 square foot parcel east of City Hall and south of Civic Center Park. This downtown location places the facility within walking distance of City Hall, Oakley's Main Street commercial district, public parking lots northeast of the site, and nearby residences. The site is well-served by public transit, with Main Street bus routes and nearby stops providing access, and a future train platform planned for the area.

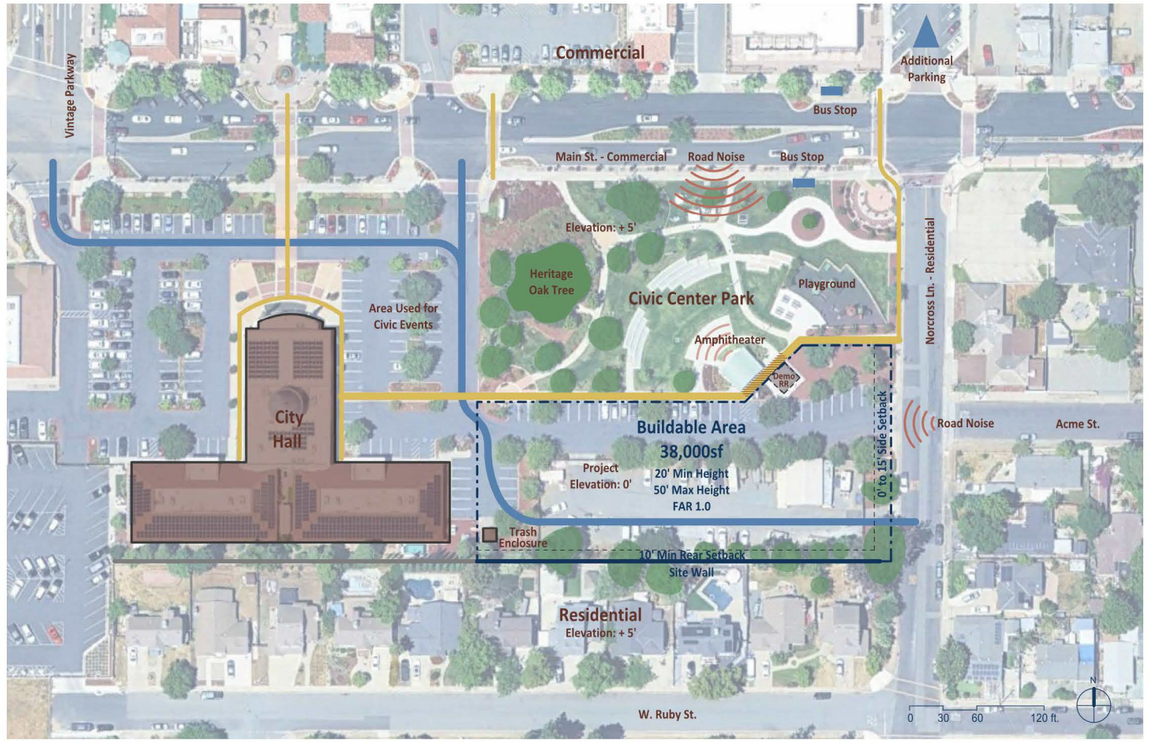
The new library and community center will be highly visible from multiple approaches including Main Street, City Hall, Civic Center Park, Norcross Lane, and Acme Street. As an integral part of Oakley's civic plaza, the facility will enhance the downtown experience and complement the surrounding Civic Center Park with its playground, amphitheater, and native garden surrounding a heritage oak.

Site Environmental Factors



The site has great northern and eastern exposures, which is ideal for daylighting. The regional climate, however, presents specific design considerations, particularly for solar exposure and wind management. Average daily high temperatures during summer months reach into the upper 90°s, with occasional peaks of 100°F in July. While summer afternoon breezes provide natural cooling, the predominant wind originates from the northwest and is especially strong during spring and summer months. The design will incorporate building orientation, shade, and wind protection strategies to insure user comfort during all seasons, particularly during extreme conditions.

Site Considerations



Pedestrian Access Vehicular Access

The site comes with a few conditions:

Height, Setbacks & FAR
Building height is regulated with a minimum of 20 feet and a maximum of 50 feet. Setback requirements include a 10-foot minimum at the rear and side setbacks ranging from 0 to 15 feet. The FAR (or floor area ratio) for the site is 1.0.
[Source: *Oakley Downtown Specific Plan, adopted March 2010*]

Parking
Any parking spaces removed during construction must be relocated within the improvement area to maintain the existing parking count.
[Source: *Reciprocal Access Easement, Utility Easement, and Parking Agreement, dated 11/16/2016*]

Through Vehicular Access
Per an established agreement, the design must maintain vehicular access through the site from Main Street to Norcross Lane.
[Source: *Reciprocal Access Easement, Utility Easement, and Parking Agreement, dated 11/16/2016*]

Environmental Noise
The site is relatively quiet, with the limited environmental noise being generated by vehicular traffic along Norcross Lane.

Existing park restrooms
The City confirmed it will remove the existing freestanding restrooms which currently serve the Park. These are to be replaced in the new building and have direct external access.

2
Spatial Program



Introduction

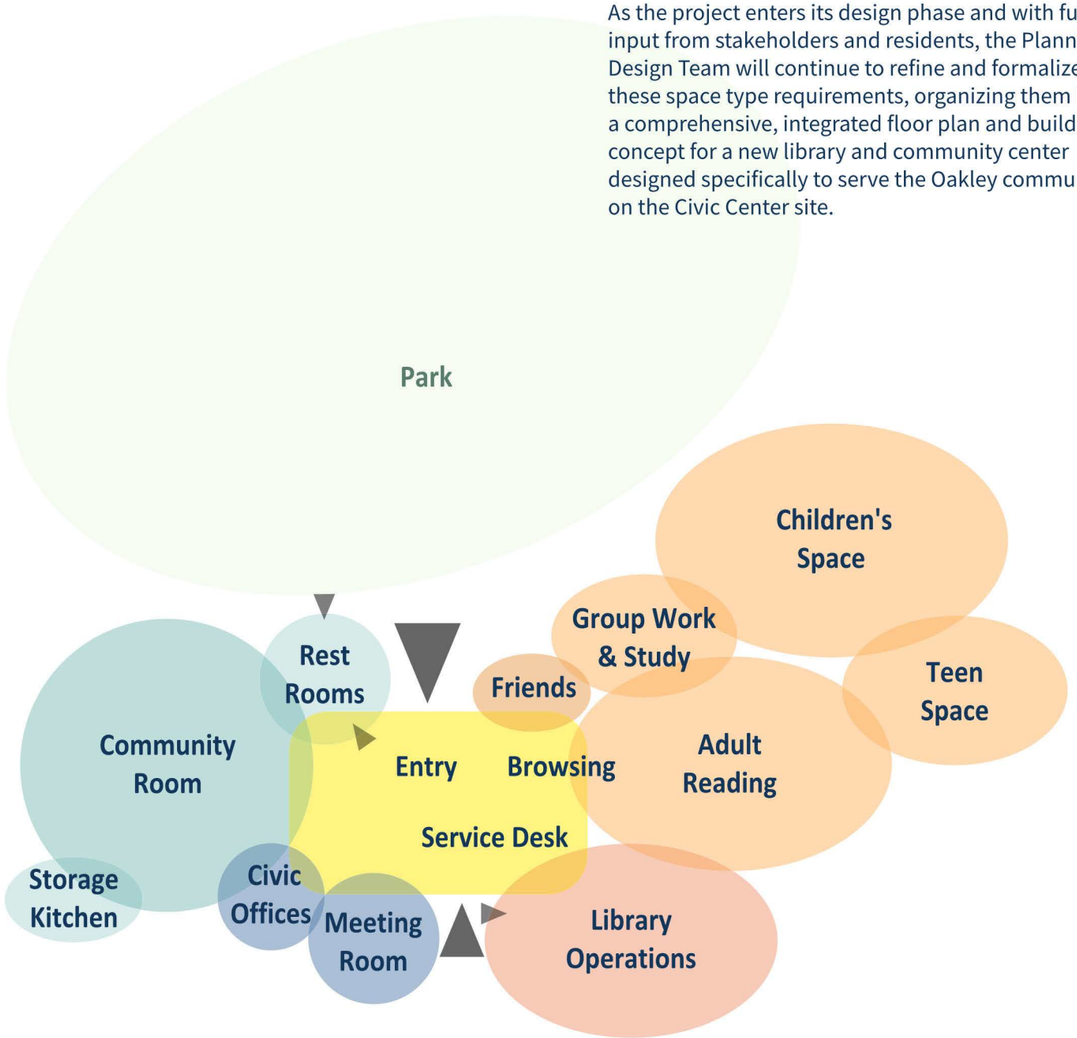
This section of the Spatial Program Document communicates the desired space types and characteristics for the Oakley Library and Community Center. County and Library representatives, along with other interviewed stakeholders, identified these spaces as essential to the new facility.

The goal of this portion of the document is to provide a programmatic foundation for designing a library and community center that is activity-based, is functionally easy to navigate, and integrates well with its setting.

The section features a collection of space types, including for each:

- a narrative description
- a plan diagram
- a list of activities
- spatial characteristics
- attributes, including collections and shelving requirements for the library spaces
- furnishing possibilities
- precedent images

As the project enters its design phase and with further input from stakeholders and residents, the Planning/ Design Team will continue to refine and formalize these space type requirements, organizing them into a comprehensive, integrated floor plan and building concept for a new library and community center designed specifically to serve the Oakley community on the Civic Center site.



Program Adjacency Diagram

Spatial Program Table

Building Spaces			Collections			
ID	Description	Area (gross sf)	Collection	Linear Feet	Volumes / Linear Foot	Volumes
Library Public Spaces		**4,700**				
A1	Entry & Public Service Desk	1,000				
A2	Adult Reading Area	1,200	Adult	996	10	9,960
A3	Teen Space	600	Teen	363	11	3,993
A4	Children's Space	1,500	Children &	880	18.67	16,430
A5	Group Study Room / Meeting Room	200	Tween			
A6	Individual Study Room x2	200				
Library Operations & Staff Spaces		**1,915**				
B1	Book Processing & Shipping / Receiving Room	375				
B2	Staff Workroom	600				
B3	Library Manager Office	120				
B4	Staff Lounge	250				
B5	Storage	150				
B6	Staff Restroom	50				
B7	Staff Wellness / Lactation Room	80				
B8	Friends of the Library	220				
B9	Supplies	50				
B10	Library Server / IT	20				
Shared Spaces		**2,570**				
C1	Community Room	1,500				
C2	Storage for Community Room	300				
C3	Interior Restrooms	450				
C4	Janitorial Closet	20				
C5	Mechancial / Electrical	300				
City Spaces		**810**				
D1	Meeting Room	390				
D2	Office x2 (dedicated to council & officials)	200				
D3	Kitchenette	200				
D4	City Server / IT	20				
	Grossing Factor (walls, circulation) 15%	1,505				
Building Total		**11,500**			**Total Volumes**	**30,383**

Desirable Additional Building Spaces		
Shared Spaces		**760**
C1b	Community Room (increase in size of C1)	600
C6	Family Restroom	50
C7	Exterior Restrooms	110
City Spaces		**130**
D5	Exterior Accessed City Storage	80
D6	EOC Restroom	50
	Grossing Factor (walls, circulation) 15%	110
Subtotal		**1,000**

Spatial Program Diagram

Library Public Spaces
4,700sf

- **Entry & Public Service Desk** 1,000sf
- **Adult Reading Area** 1,200sf
- **Teen Space** 600sf
- **Children's Space** 1,500sf
- **Group Study / Meeting Room** 200sf
- **Individual Study** 100sf
- **Individual Study** 100sf

Library Operations
1,915sf

- **Staff Workroom** 600sf
- **Manager Office** 120sf
- **Processing & Shipping / Receiving** 375sf
- **Staff Lounge** 250sf
- 80sf **Staff Wellness / Lactation Room**
- 50sf **Staff Restroom**
- **Storage** 150sf
- 50sf **Supplies**
- 20sf **Server / IT**
- **Friends of the Library** 220sf

Shared Spaces
2,570sf

- **Community Room** 1,500sf
- **Storage** 300sf
- **Interior Restrooms** 450sf
- **Mechanical Room** 300sf
- 20sf **Janitorial**

City Spaces
810sf

- **Meeting Room** 390sf
- **Office** 100sf
- **Office** 100sf — Dedicated to Council & Officials
- **Kitchenette** 200sf
- 20sf **Server / IT**

Desirable Additional Building Spaces
(not included in area totals)

- **Community Room** (increase in size) 600sf
- 50sf **Family Restroom**
- 110sf **Exterior Restroom**
- 80sf **Exterior Accessed City Storage**
- 50sf **EOC Restroom**

0 8 16 32ft

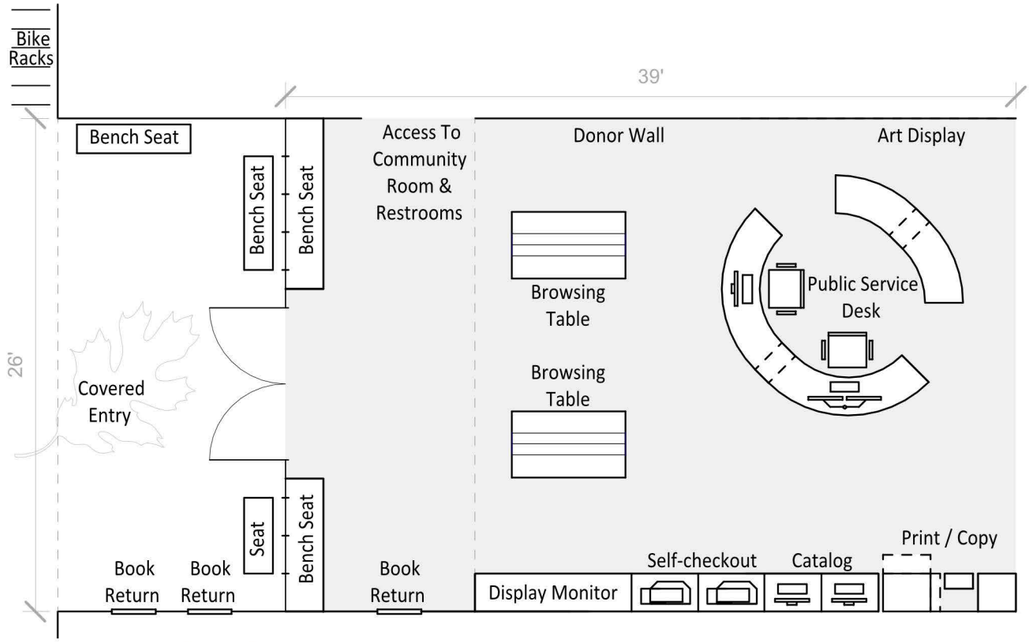
A1: Entry

Description

The entry serves as the first point of entry and will be used by everyone who visits the library or the community center. The entry is conceived as a welcoming space that evokes a “front porch” character inside and out and provides access to the library and the community center. The entry will be accessible when either the library or community center is open or closed. When events are held in the community center and the library is closed, access to the library will be prevented by a physical barrier such as a gate or glass door. Access to public restrooms will be available when either the library or community center is open. Public restrooms will be closed when neither space is open.

The space is relatively unprogrammed and should be large enough to accommodate entry space for individuals, small groups, young children and caregivers with strollers. The entry will provide an attractive, well-kept means to share information about library events and city-sponsored activities being held in the community center. Information may be displayed on community bulletin boards, brochure racks, posters and flyers, and/or electronic wall-mounted monitors. The entry will also provide a space for art displays by local artists and a donor wall or placard.

The entry will accommodate two library book self-checkout machines - one of which is ADA compliant - a computer to search the library catalog, and a display area for the promotion of items in the collection such as new acquisitions and/or items for sale by the Friends of the Library. The entry will also include short-term, bench style seating.



Entry & Public Service Desk

1,000sf

Activities

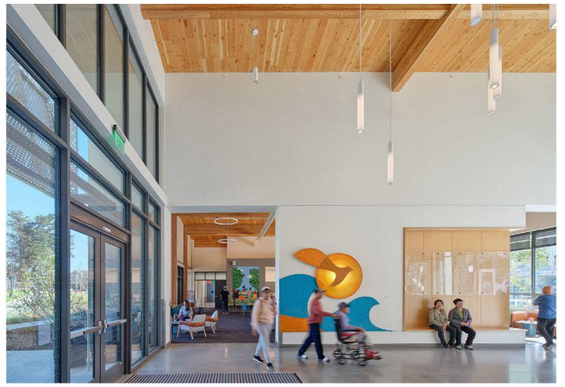
- Welcome!
- Way-finding
- Greeting & group arrival
- Guide visitors
- Materials circulation - check out & drop off
- Browsing highlighted collections
- Group arrival & meeting

Characteristics

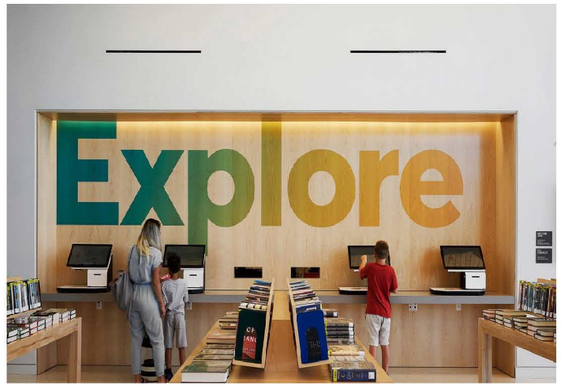
- Welcoming
- Active
- Clear access
- Visibility inside & outside
- Safe & secure

Attributes

- Signage
- Wind & rain protected entry
- (3) Book return
- (2) Self check out kiosk
- (2) Catalog station
- Public printing / copy station
  - Printer/copier with pay computer
  - Lockable storage, supplies
- Donor wall
- Art & club creations display
- Large screen monitor
- Roll down gate at library entry
- Security cameras
- Proposed furnishings
  - Browsing tables
  - Bench seating



Sunnydale Community Center - LMS Architects



Pleasant Hill Library - BCJ



Bayview Library - Hacker Architects, KPad



Brisbane Library - Siegel & Strain Architects, KPad

A1: Public Service Desk

Description

The library public service desk will serve as a highly visible primary point of contact for conducting library transactions with the public. The public service desk service will serve multiple purposes but will serve primarily as an entry to the library and be the service point for transactions such as library registration, borrowing and return of library materials, directional questions, and provide support for information about library collections, programs, and services. Library staff working at the public service desk will be expected to provide visitor information regarding events occurring in the community service center.

The public service desk will be large enough to accommodate two staff members and offer 360-degree visibility and include sight views of the building entrance, the library, and the community service center. The customer service desk will be located near library self-checkout machines located in the entry, interior book return locations, and computer-based catalogs. The service desk will provide a degree of privacy for staff to handle transactions with the public. The customer service desk should include minimal storage space for supplies, space for two computer workstations (with connectivity to security cameras), telephones, and a cash register.

Publicly-accessible devices such as a *Laptopsanytime* Kiosk that houses twelve full service laptop computers for use in the library, and a public scanner, printer, and photocopy machine. This equipment will be placed in close proximity to the customer service desk.

Activities

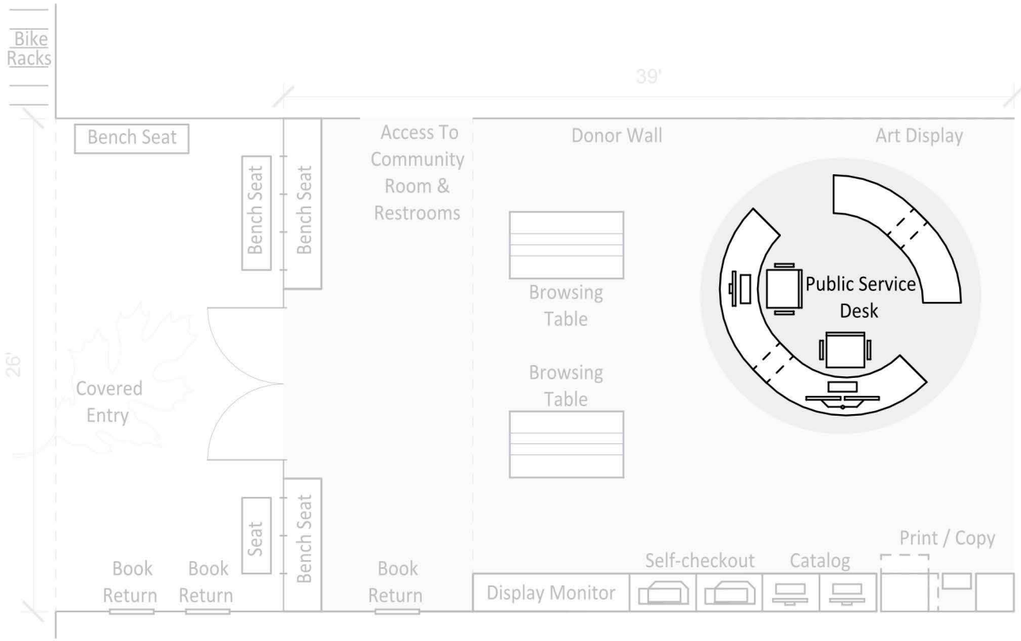
- Visitor services - new accounts, request holds, information, guidance
- Provides observation of the library

Characteristics

- Welcoming
- Comfortable for the staff
- 360 degree views

Attributes

- Proposed furnishings
  - (2) staff workstation with chair, phone, computer, pivoting monitors
  - Counter with cash register, lockable storage, supplies
  - Small reference collection

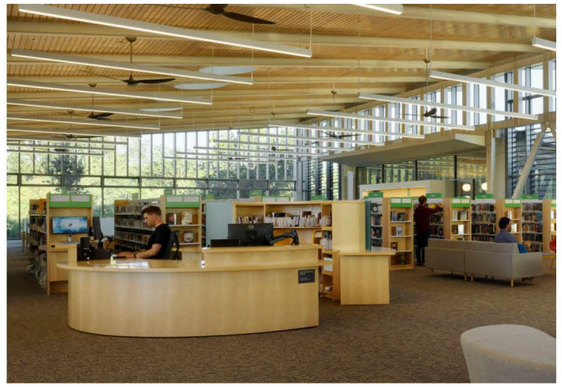


Entry & Public Service Desk

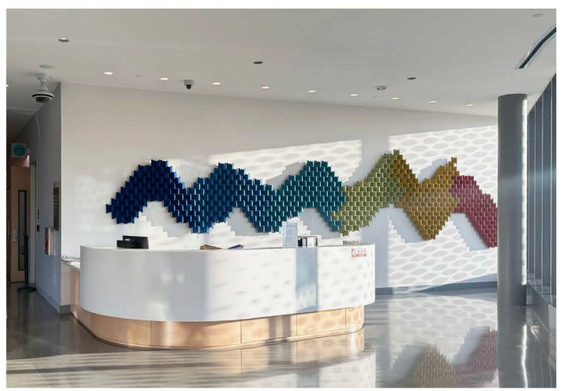
1,000sf



Brisbane Library - Siegel & Strain Architects, KPad



Pleasant Hill Library - BCJ



South San Francisco Community Civic Campus & Library (civic service desk) - Smith Group



South San Francisco Community Civic Campus & Library (library service desk) - Smith Group

A2: Adult Reading Area

Description

The Adult areas will include a mix of comfortable seating and tables for various activities such as personal reading, collection browsing, or using personal computing. The location should be separate from, but relatively near the teen space and study rooms. The area will include a “quiet reading” space with comfortable lounge style seating for visitors who want an acoustically buffered retreat from activities that may be occurring in other parts of the library. The adult area will be located near small study rooms. Seating will include 2-top tables to accommodate library patrons.

Two library computers will be located in the adult area: one computer will be a “full-service” public computer and a second computer that provides access to the library’s “Express Catalog”.

Shelving space will accommodate adult fiction, nonfiction, audio visual materials (DVDs and CDs) and a limited number of display shelves for books, periodicals, and for the promotional display of recent acquisitions or featured promotional materials. Shelving height in the adult and teen spaces will not exceed 66” in height and the bottom shelf will remain empty.

Users of the adults reading areas include college students, seniors, remote workers, and small business owners. Users also include DIYers working on home projects, home gardeners, and visitors who are seeking local information about the community or access to the library’s WiFi.

Activities

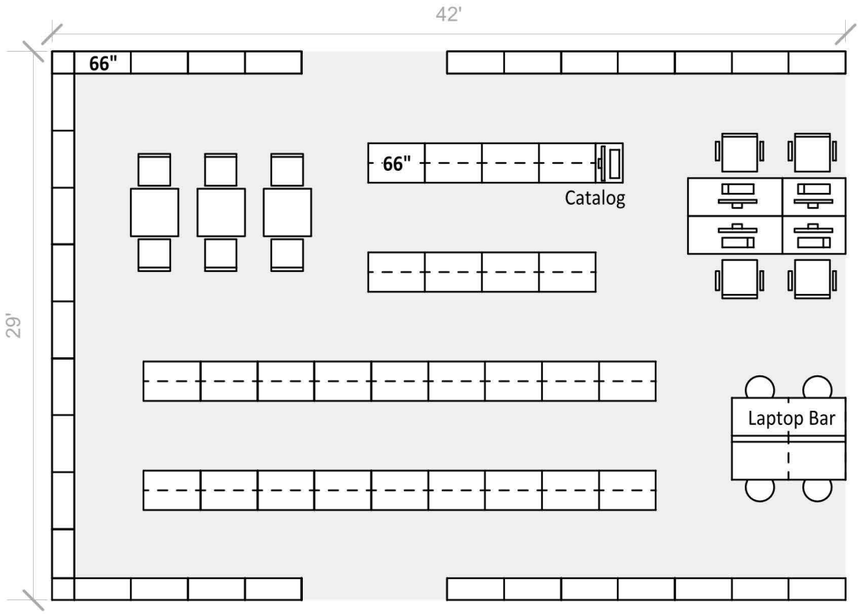
- Quiet reading
- Periodicals
- Remote work
- Browsing

Characteristics

- Quiet
- Flexible mix of tables & seating
- Work-friendly space

Attributes

- 9,960 Volumes
  (996 lf of shelves)
- Catalog computer
- (4) General use computer station
- Proposed furnishings
  - (3) Reading table + (6) chairs
  - Laptop bar for 4



Adult Reading Area

1,200sf



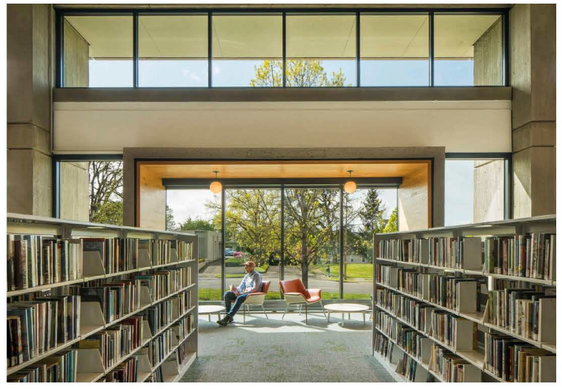
Brisbane Library - Siegel & Strain Architects, KPad



Brisbane Library - Siegel & Strain Architects, KPad



Pacific Grove Library - KPad



Salem Library - Hacker Architects

A3: Teen Space

Description

The teen area should be easily identifiable as an area for teens. It will be distinct from other library spaces and reflect contemporary teen culture notably through its furnishings and collections. The space will be placed with clear sight lines for safety, including nearby access to small study rooms. The teen space will provide acoustic separation between other spaces in the library and also include areas that support informal learning, socialization opportunities, and an area for teens also wanting a quiet study space.

Users of this space will typically include middle and high school students and teens who are being homeschooled and may lack adequate privacy or internet connectivity at home. The Library expects this space to be frequented by teens primarily after school to “hang out” or socialize with their peers.

The furnishings will include a mix of easily moveable but sturdy informal seating options such as comfortable upholstered benches, two and four top tables, and a large screen TV monitor for displays and potential gaming events. Shelving height in the teen spaces will not exceed 66” in height and the bottom shelf will remain empty.

Activities

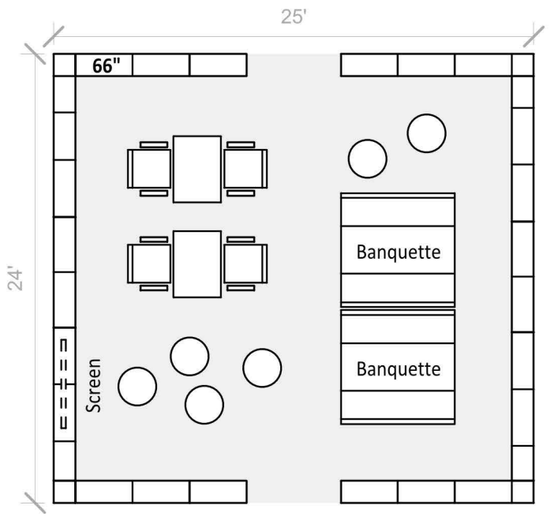
- Informal learning, study, & socializing
- After-school hangout

Characteristics

- Acoustic separation
- Distinct zone reflecting teen culture
- Variety of seating types

Attributes

- 3,993 Volumes
  (363 lf of shelves)
- Proposed furnishings
  - (2) Reading table + (4) chairs
  - (2) Banquette
  - (6) Soft seating
  - Large screen monitor



Teen Space

600sf



Half Moon Bay Library - Noll & Tam



Brisbane Library - Siegel & Strain Architects, KPad



Ledding Library - Hacker Architects



Pleasant Hill Library - BCJ

A4: Children's Space

Description

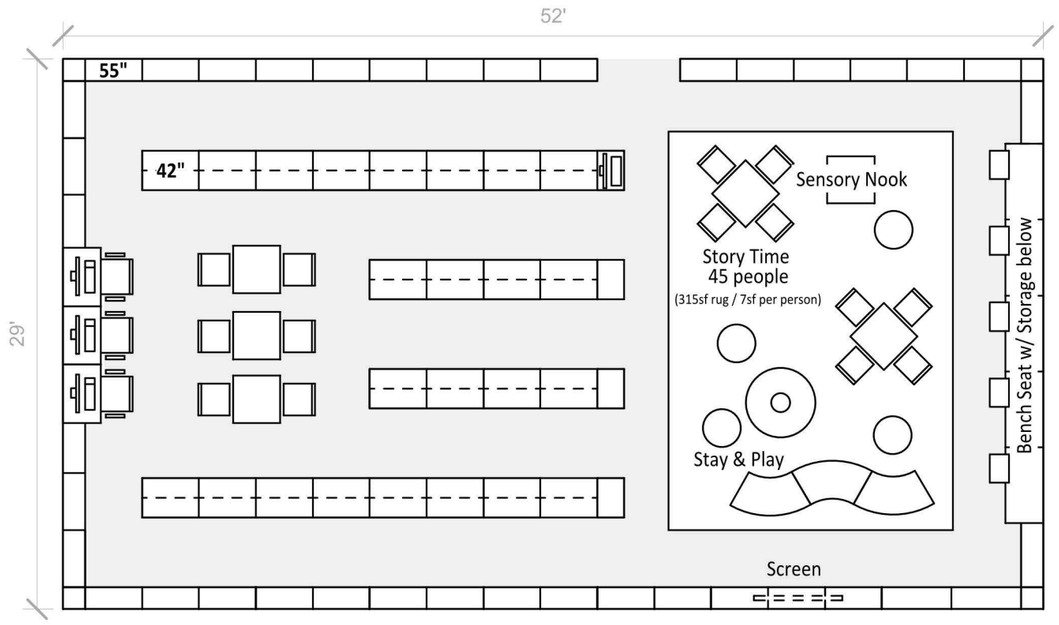
The Children's space should be distinct from adult and teen areas. Users of the space include young toddlers and preschoolers' visiting the library with their parents/caregivers, pre-schoolers or elementary students on field trips to the library who may be coming to attend a story time event or puppet show or as part of an introduction to the library.

Furnishings in the children's space will include seating for caregivers who wish to interact with the children they've brought to the library and may include tables with children's seating that can also support adults. The children's space will include one desktop library computer connected to the catalog and one AWE (early learning) computer.

Elementary aged school children (2nd through approximately 6th grade) should have separate furnishings and shelving for collections that are appropriate for their age. The area for very young children should include floor seating space for pre-school story time events to accommodate a maximum of 20 preschoolers, toddlers and their caregivers. Larger events for preschoolers and young children attendance will be held in the community center.

Colors should be inviting and include wall space to display art. The layout should include space for "clean" art and craft activities such as puzzles, coloring books, and manipulative items. Messier craft activities should be conducted in another space. Climbing structures and equipment should be avoided. Shelving height in the children's (pre-school/toddler) area should not exceed 42". Shelving in the children's space should not exceed 54" high. Lower shelving can be used for shelving children's materials.

Tweens Space – Tween areas are designed to attract older children between 8 - 12 years-old. The space can be in close proximity to the teen or the children's space but will be distinguishable from the area designated for younger children. Seating can be shared with the teen space; and shelving height should not exceed 66" in height and the bottom shelf will remain empty.



Children's Space

1,500sf

Activities

- Crafts, games, reading, play
- Early learning program
- Small group story time

Characteristics

- Acoustic separation
- Flexible & family-friendly seating
- Bright and playful palette

Attributes

- 16,430 Volumes
  (880 lf of shelves)
- Catalog computer
- (3) General use computer station
- Proposed furnishings
  - (5) Reading table
  - (14) Reading chair
  - (1) 20lf Built-in seat
  - (11) Soft seating
  - (1) Sensory Nook
  - Large screen monitor



Half Moon Bay Library - Noll & Tam Architects



Pacific Grove Library - KPad



Atherton Library - WRNS Studio



Pleasant Hill Library - BCJ

A5,6: Group Study / Meeting Room & Individual Study Rooms

Description

Three study rooms are included in the new library. Two of the study rooms will accommodate up to two people and the third study room will be used for “group” study activities for up to six people. Study rooms will be located in close proximity to the adult reading area and available by reservation to the general public. Library design guidelines recommend that glass should be provided at the front of groups’ study rooms and that they have a system for exterior locking of the rooms.

The study rooms will offer the library with the capability to provide one-on-one tutoring or small groups engagement of adult new learners and students such as the tutoring provided by Project Second Chance, an adult literacy program offered by the Contra Costa County Library.

Activities

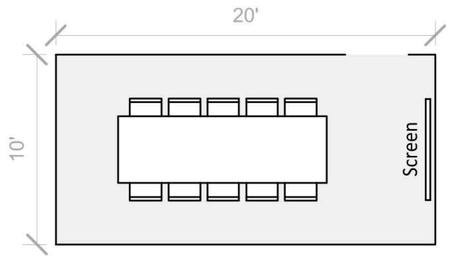
- Group & individual study
- Remote work
- Meeting
- Tutoring

Characteristics

- Acoustic separation
- Maintain visual transparency
- Bright and playful palette

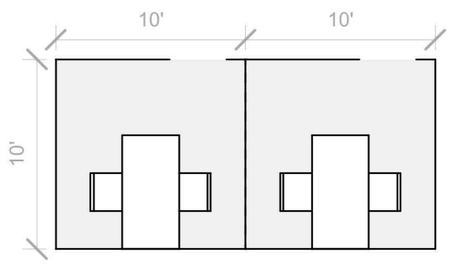
Attributes

- Proposed furnishings
  - (1) 200 sf group study room
    - (1) 132”x42” table
    - (10) Chairs
    - Large screen monitor
  - (2) 100 sf group study room
    - (1) 72”x36” table per room
    - (2) Chairs per room



Group Study / Meeting Room

200sf

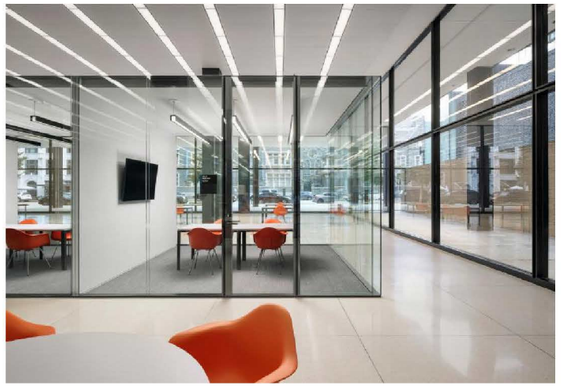


Individual Study Rooms

100sf each



Martin Luther King Jr. Memorial Library - Gensler



Martin Luther King Jr. Memorial Library - Gensler



Atherton Library - WRNS Studio



South West Library - Perkins & Will

B1,2,3: Library Staff Work Areas

Description

The staff and backroom library operations require areas that are not open to the public. Elements include a work room for handling, shipping and receiving of library materials and other deliveries, private office for the library manager and space for staff meetings. The work room will be in close proximity to the book return drop and have sit/stand workstations that can provide optional sitting or standing and accommodate desk top computers.

The staff workroom will accommodate up to eight full-time equivalent (FTE) employees. The workroom will include workstations with eight desk top computers for each full-time staff member connected to a LAN-based printer. The library manager will have a private office that includes a desktop computer and dedicated printer. Part-time staff members will share workstations and have access to those spaces according to their schedules. Additional elements include staff only restrooms, a staff lounge/lunch area with an adjacent sink and simple appliances (kitchenette, microwave, refrigerator), wellness room, and storage for utensils, kitchen supplies, lunch style seating, and a bulletin board.

The workroom should have enough floor space to maneuver and store book carts/bins, and shelving for the processing of library materials and storage units for library supplies. Each staff member will need a locker to store personal items while at work. The staff space should have an outdoor entrance (with alarm systems) to enable employees to enter and exit the facility before the building is open and when the building is closed and should be easily accessible for deliveries.

Activities

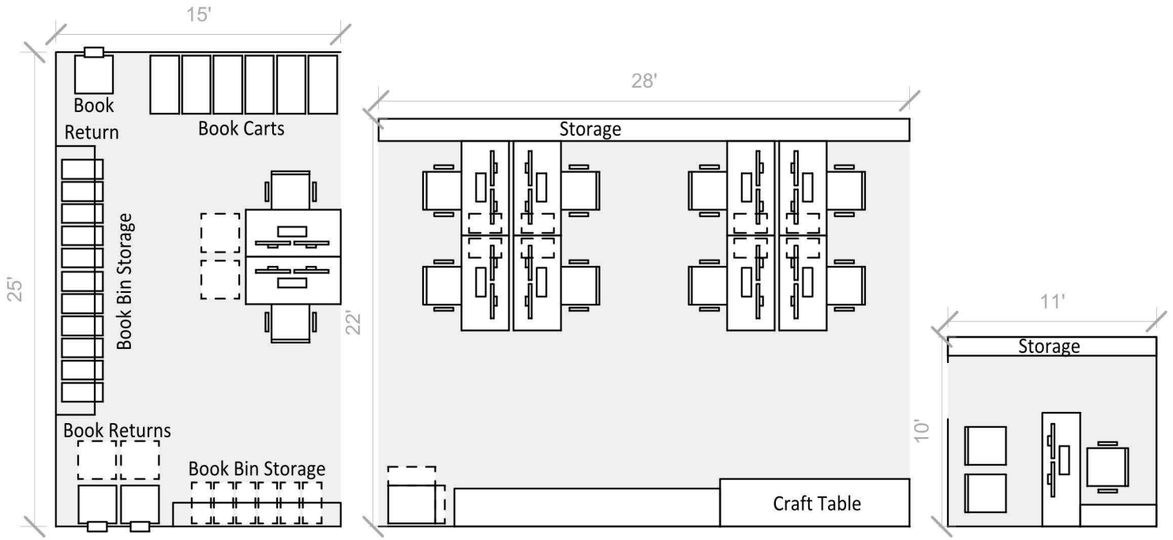
- Staff daily-work
- Book sorting, receiving & shipping
- Prepare programs
- Training and meetings
- Manage digital resources

Characteristics

- Acoustic separation
- Cubicles to maintain privacy
- Adopt ergonomic, pneumatic desks
- Efficient circulation

Attributes

- Book returns
- Space for book carts and bins
- (2) Processing station
- Staff workroom proposed furnishings
  - (8) Workstation & chair
  - Printer / copier
  - Craft table
  - Built-in storage
  - Shelving for bins
- Manager office proposed furnishings
  - Work station & chair
  - (2) Chair for visitors
  - Storage



Book Processing & Shipping / Receiving Room

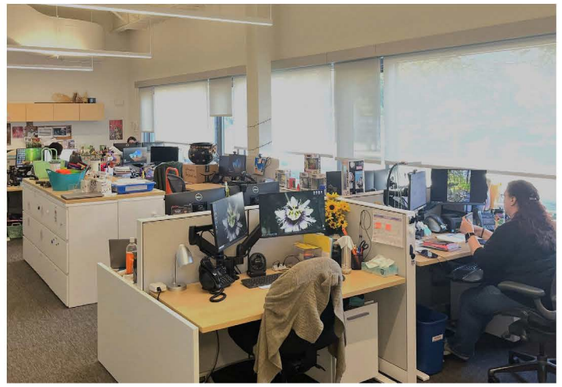
375sf

Staff Workroom

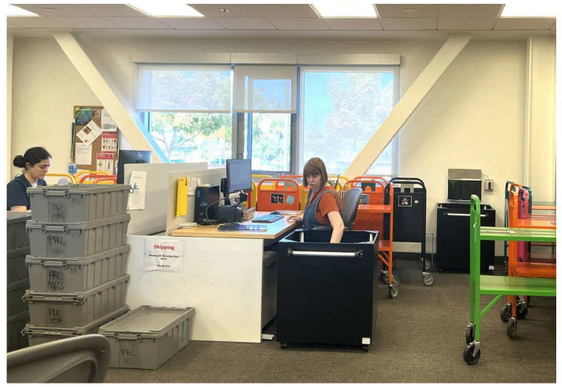
600sf

Manager Office

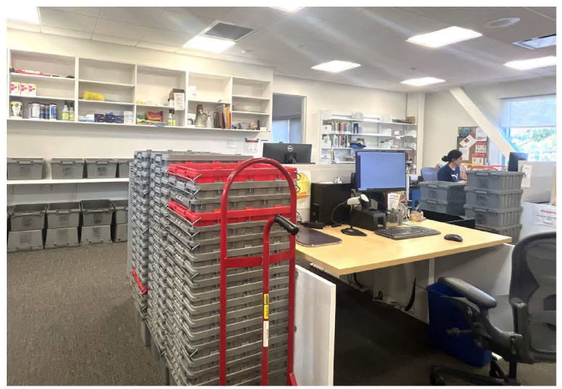
120sf



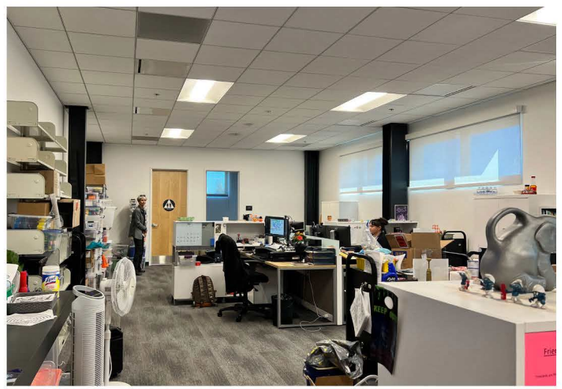
Pleasant Hill Library - BCJ



Pleasant Hill Library - BCJ



Pleasant Hill Library - BCJ



Brentwood Library - FOG Studio

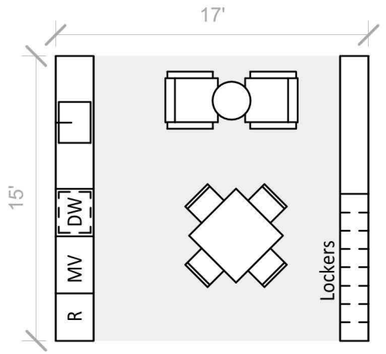
B4,5,6,7: Library Staff Support Spaces & Wellness / Lactation Room

Support Spaces

Secure staff-only support areas. Includes a lounge/ kitchenette with sink, microwave, refrigerator, seating, bulletin board, and individual lockers. Additional elements include a supplies storage room, server room and a dedicated staff only restroom.

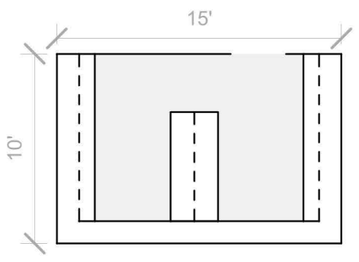
Wellness / Lactation Room

Small private room for nursing mothers and any other rest and recovery. Required per SB 142, Labor Code Section 226.7



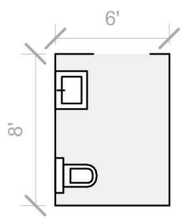
Staff Lounge

250sf



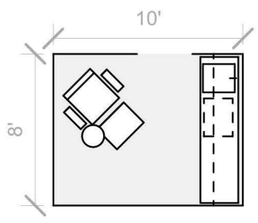
Storage

150sf



Restroom

50sf



Wellness / Lactation Room

80sf

Staff Lounge

Activities

- Break & relaxation
- Social & team interaction

Characteristics

- Good ventilation
- Easy to clean surfaces
- Comfortable & inviting atmosphere

Attributes

- Proposed Furnishings
  - (1) 42”x42” dining table
  - (4) Chairs
  - (2) Soft seating + coffee table
  - Countertop with sink
  - (1) Refrigerator
  - (1) Microwave
  - (1) Dishwasher
  - Lockers & coat rack

Wellness / Lactation Room

Activities

- Resting & recovery
- Lactation & personal care

Characteristics

- Dimmable light
- Privacy - locks from inside
- Acoustic separation

Attributes

- Proposed Furnishings
  - Comfortable lounge seat
  - Countertop with small sink
  - Mini-fridge
  - Small amount of open shelving for personal items (required by law)



Pleasant Hill Library - BCJ



Bayview Library - Hacker Architects, KPad

B8: Friends of the Library

Description

The Friends of the Oakley Library is a volunteer organization that exists to raise money for and advocate on behalf of the Oakley Library. A major fundraising activity is to solicit, process, and resell donated books. The Contra Costa County Library currently provides space for these functions to the Friends in Oakley library. The Friends will be assigned space in the new Oakley Library. In accordance with Contra Costa County Library design guidelines, Friends groups may be allocated up to 3% of library space for book sale operations.

To fulfill their book sale function, the Friends require shelving for book storage, display of sales items, work surfaces and seating for sorting and processing donations, a computer, and space for a rolling book cart. Sales are handled on an honor system with proceeds being collected in a slotted lock box that is regularly serviced by a Friends volunteer.

Library administration is responsible for deciding how much space will be assigned to the Friends for book sale operations. The Friends have stated that in the short term they would likely continue to sell books on the "honor system" meaning that no volunteers would have to be on-site to conduct any sales transactions but have a point-of-sale location that is easily visible and publicly accessible in the library.

Activities

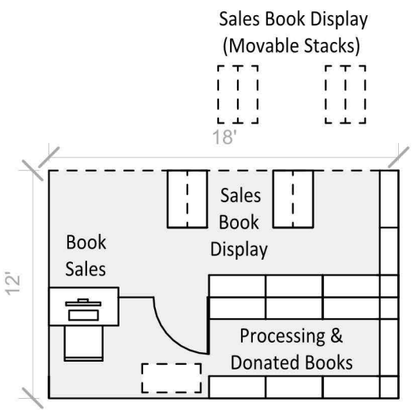
- Sales book displays
- Book sales
- Storage & processing of donated books

Characteristics

- Near the front entry
- Can be locked off independently from main library

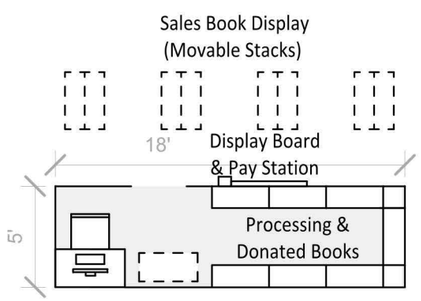
Attributes

- Book display shelving
- Rolling book carts
- Small point of sale equipment
- Donated book storage
- Space to accept donations
- Small workstation with computer, desk, phone, room for book cart
- Lockable roll down grille
- Proposed Furnishings
  - (9) 3' Wide display shelves
  - (4) 3' Wide rolling display shelves
  - (7) 3' Wide storage shelves



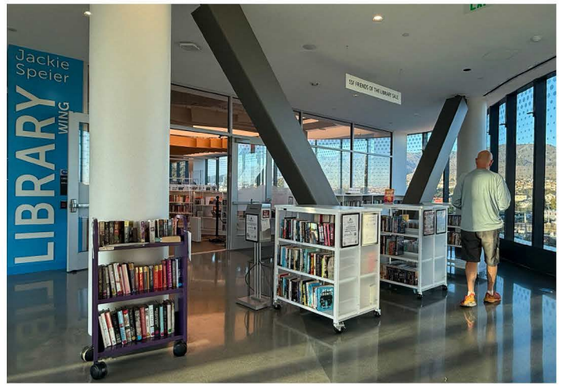
Friends of the Library - Option A

220sf + area for movable stacks



Friends of the Library - Option B

220sf including area for movable stacks



South San Francisco Community Civic Campus & Library - Smith Group



Hercules Library - Will Bruder Architects



Seattle Public Library - OMA



Pleasant Hill Library - BCJ

Staff Entry

Description

A dedicated access point for library and city staff arrivals, shipping and receiving operations. This entrance provides secure, controlled access separate from public entries, ensuring staff safety while facilitating efficient delivery of library loan materials as well as supplies. Unobtrusive but clearly marked with appropriate signage and equipped with security features, this entry point supports daily operations while maintaining building security.

Activities

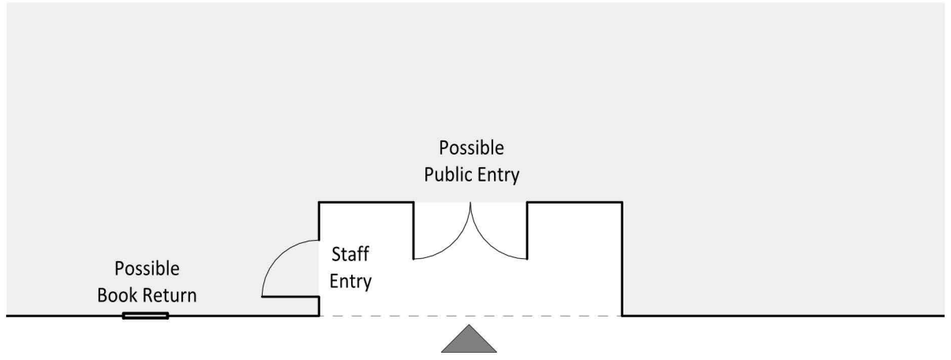
- Staff Arrival
- Shipping & Receiving
- EOC Access
- Emergency egress

Characteristics

- Clearly marked
- Safe & secure

Attributes

- Shaded
- Wind & rain protected
- Security camera
- Electronic access control
- Near possible public entry
- Near possible book return



C1: Community Room

Description

A flexible, adaptable multipurpose space thoughtfully designed to accommodate a diverse range of activities and community events, including neighborhood meetings, educational workshops, fitness classes, cultural presentations, social gatherings, and collaborative programming. The room features carefully selected movable furniture and modular equipment that can be easily reconfigured to support various layouts and group sizes, from intimate discussions of 10-15 participants to larger assemblies of up to around 100 participants.

Essential considerations include audiovisual capabilities with projection systems, sound equipment, and connectivity options for presentations and hybrid events. Feature lighting with adjustable controls ensures the space adapts from bright settings for workshops to dimmed environments for video screenings. Thoughtful acoustic treatment allows seamless transitions between different uses while maintaining speech clarity and minimizing sound disruption.

Positioned adjacent to the kitchenette for convenient event catering and equipped with dedicated community storage for to minimize effort for moving program materials and equipment, this room serves as a vital hub for diverse community needs. Large windows ideally provide inspiring views of the surrounding park, creating an inviting atmosphere that connects indoor activities with nature. Importantly, the space features independent accessibility, allowing community programming to continue during library off-hours, thereby maximizing the facility's service throughout the day and evening.

Activities

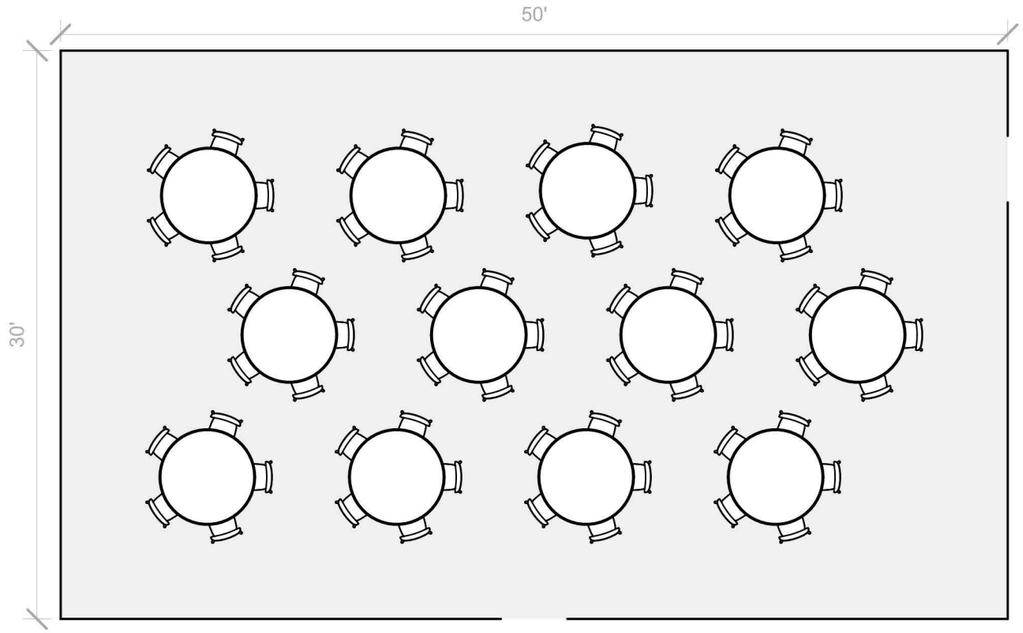
- Events, conferences
- Classes, screenings
- Service group meetings
- Story time
- Book sale
- Lunch in the Library
- EOC Command Center

Characteristics

- Warm, pleasant, & inviting
- Flexible / multipurpose
- Dedicated storage
- Kitchenette adjacent
- Accommodates food events
- Available for rent
- Can be open when library is not

Attributes

- Seats up to 100 people
- High ceilings
- Audio/ Visual support (screens & large displays)
- Flexible lighting, lighting controls, & shades
- Durable, cleanable surfaces
- Direct access to ample storage space



Community Room - Event or Activity

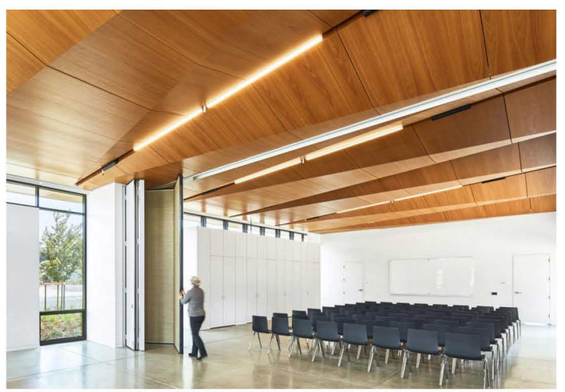
1,500sf - 60 seats (assumes rental tables)



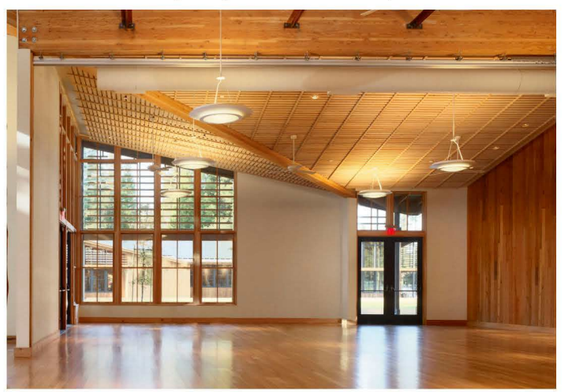
Berkeley Hillel - Siegel & Strain Architects



Brisbane Public Library - Siegel & Strain Architects, KPad

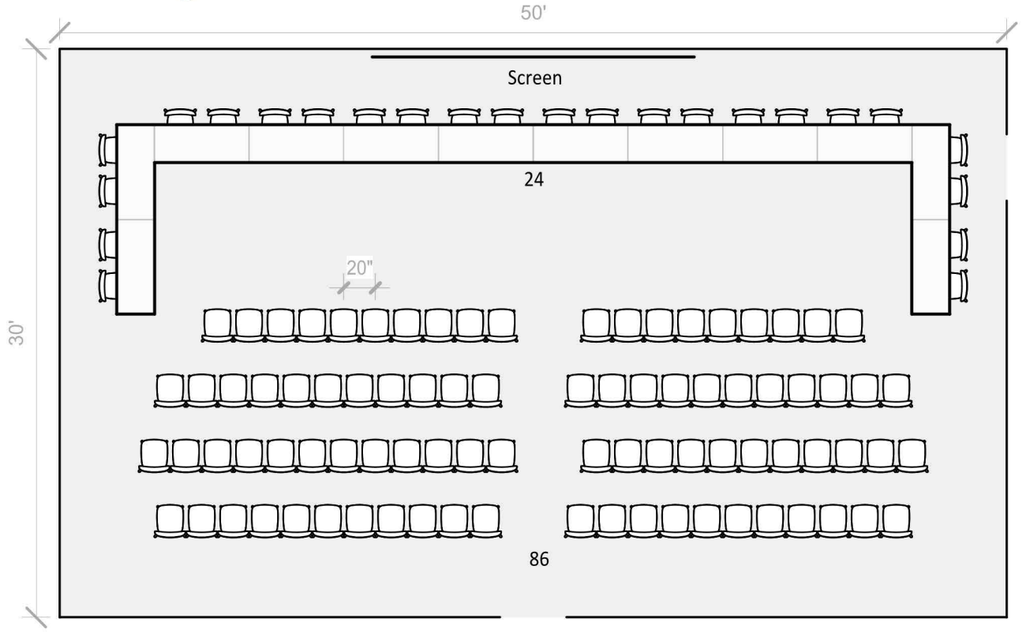


Half Moon Bay Library - Noll & Tam Architects



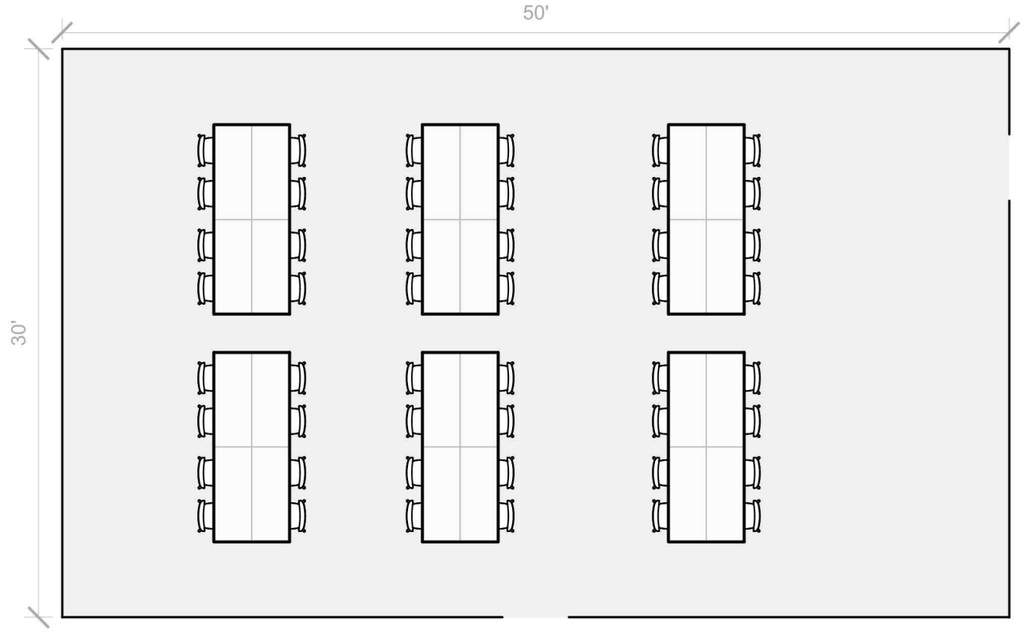
Portola Valley Town Center - Siegel & Strain Architects

C1: Community Room - additional uses



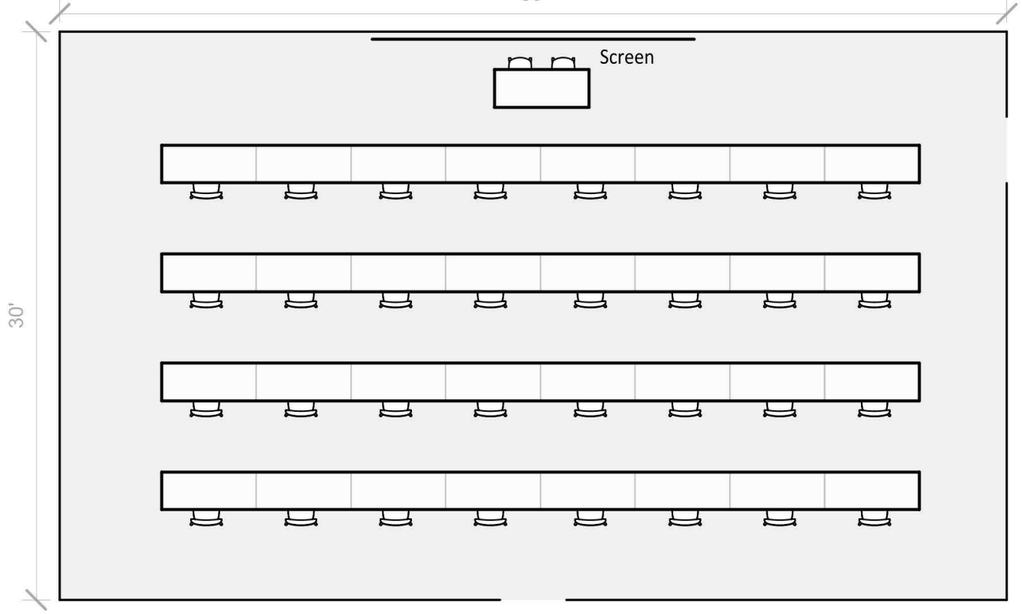
Mayors Conference

24 speaker seats, 86 audience seats



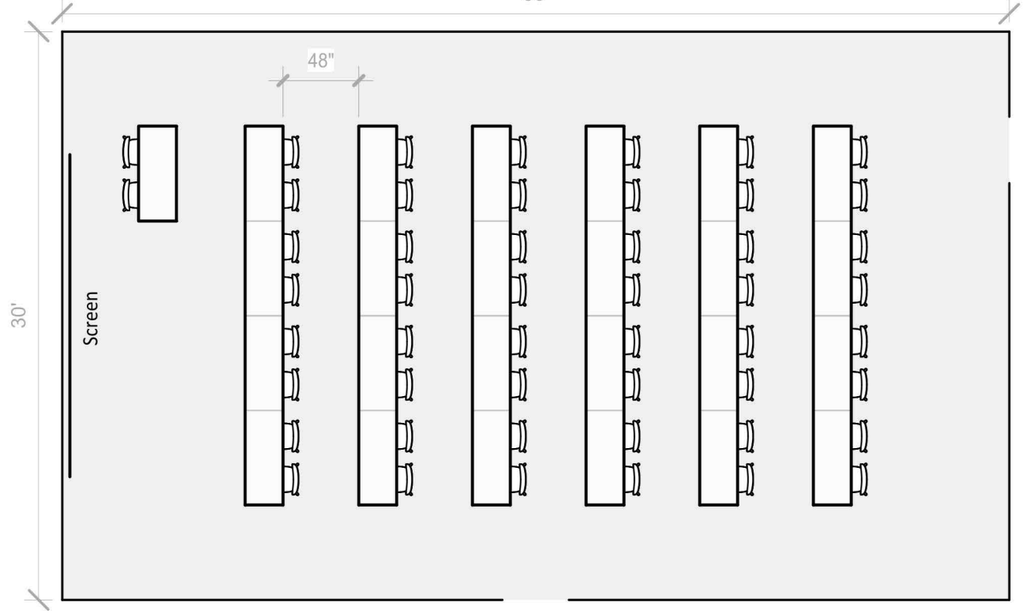
Service Group or Club

48 seats



Class or Lecture

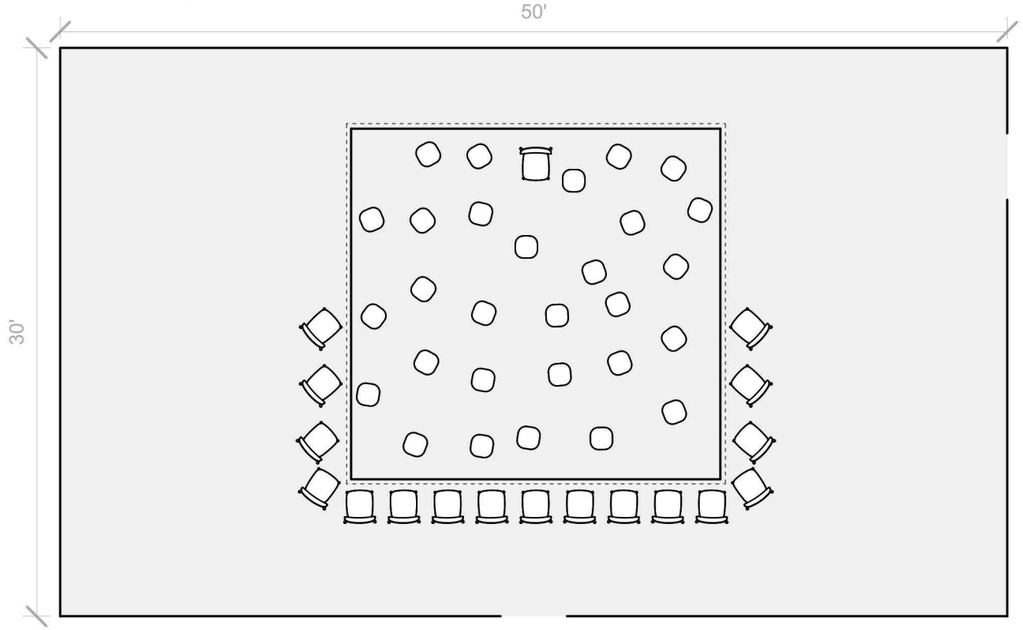
32 seats



Class or Lecture

48 seats

C1: Community Room - additional uses

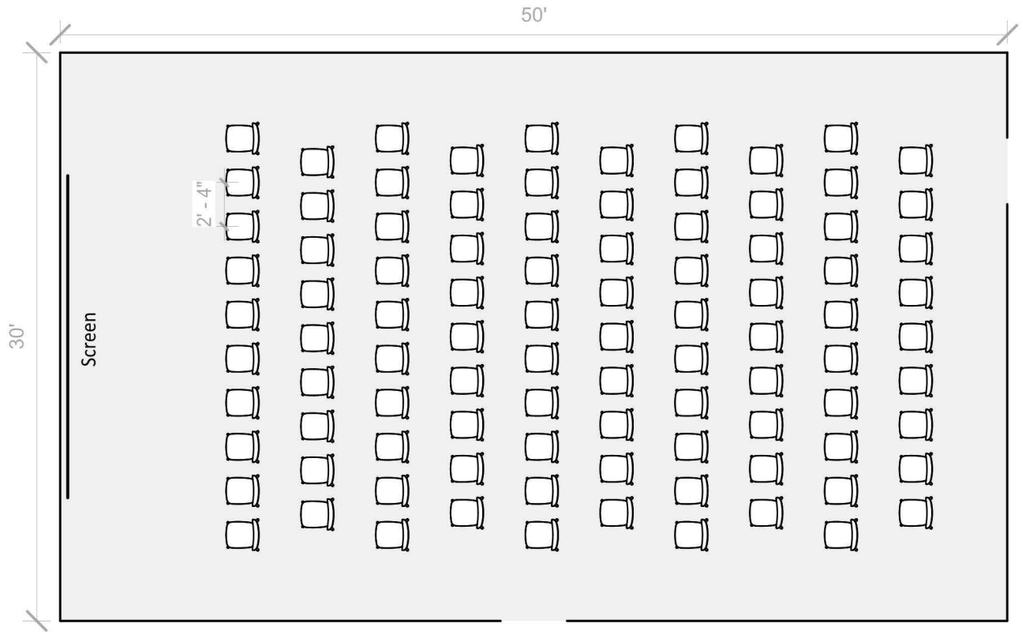


Story Time

~56 seats

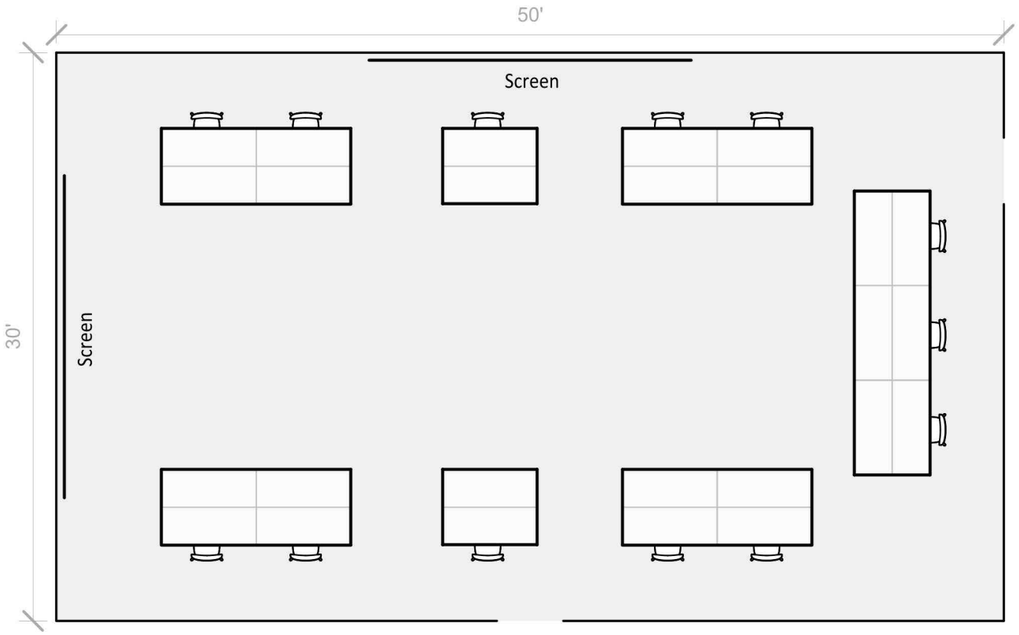


Bayview Library - KPad



Movie Night

95 seats



Emergency Operations Center

13 seats

C2: Community Room Storage

Description

A dedicated storage area where movable tables, stackable chairs, audiovisual equipment, and other program materials are housed when not actively in use. This space keeps the Community Room clutter-free and ready for various configurations. Directly adjacent to the Community Room with wide access for easy furniture movement, enabling quick and efficient room transitions between different events and activities. Ideally also has access to the exterior, for storage of city storage items.



Stacking Tables

Activities

- Storage of community room furnishings & items

Characteristics

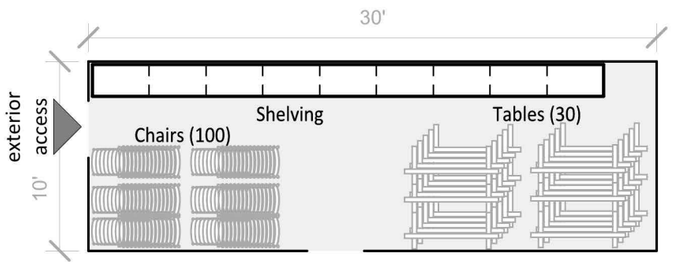
- Utilitarian, long, & thin

Attributes

- Storage for all tables & chairs
- Proposed furnishings
  Shelving for bins & other items - (1'-8" deep)
  Storage for EOC items

Nice to Haves

- Exterior Access



Storage

300sf

C3,4,6,7: Restrooms & Janitorial

Description

Restrooms to serve the library and the community room and the city spaces. The main interior restrooms will be located off the main entrance so they can serve the library or the community space independently. A small janitor closet will also include a mop sink, and cleaning supply storage. There will also be two interior drinking fountains, with bottle fillers, as well as a janitor sink.

Desired Additional Building Spaces

There is a desire for additional restrooms to serve the park, accessed from the exterior of the building. A family restroom accessed from the interior and located near the main interior restrooms is also desired.

Activities

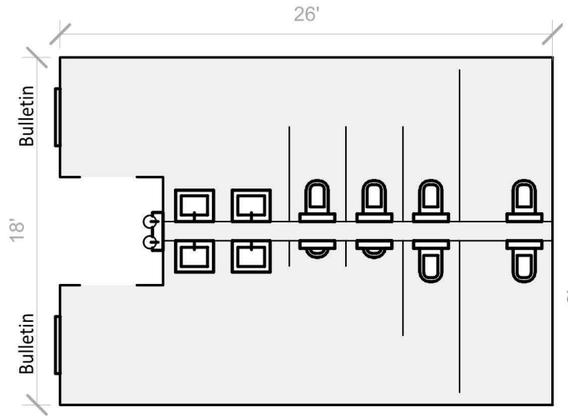
- Restroom uses

Characteristics

- Utilitarian, durable, clean, safe
- Safe & Comfortable
- Exterior access restrooms entry should not feel hidden

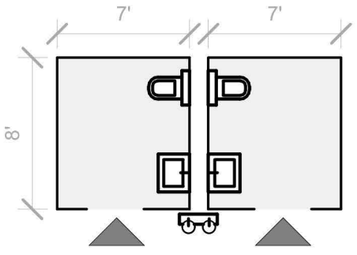
Attributes

- Brightly lit
- Easily cleanable surfaces
- Durable fixtures
- Community bulletin board nearby



Restrooms

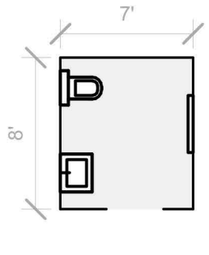
450sf



Exterior Restrooms

110sf

(desired additional building space)



Family Restroom

50sf

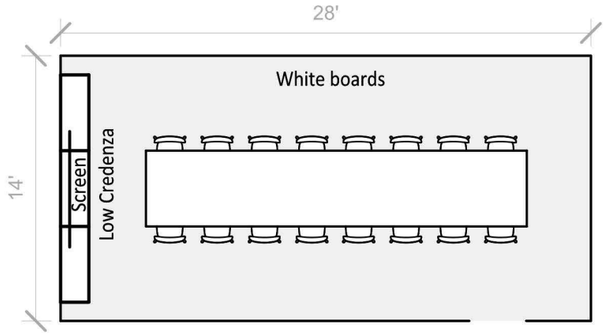
D1,2: City Meeting Room & Offices

Meeting Room

A professional meeting space designed for city staff gatherings of up to twelve people, equipped with full functionality for video conferencing and presentations. The room features a large central table seating twelve, monitor display for screen sharing, and whiteboards for collaborative work. Creating a warm and pleasant atmosphere, the space includes quality finishes, excellent lighting for both in-person and virtual participants, and convenient side storage for materials and equipment, supporting productive meetings and seamless hybrid communication. This room also has enhanced acoustics for privacy and clear audio.

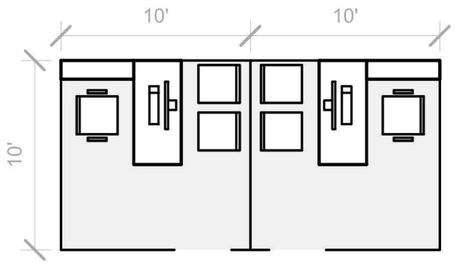
Offices

Two intimate meeting spaces dedicated to City Council members for private consultations with one or two citizens at a time, evoking governmental accessibility and openness. Similar to study rooms but professionally appointed, each space features a small desk, three comfortable chairs, and a computer workstation with monitor and phone for office work. Acoustically private to ensure confidential discussions, the rooms include lockable furnishings for secure document storage. Glazed on at least one side to maintain transparency while preserving privacy, these welcoming spaces support Council members in serving constituents effectively and accessibly.



Meeting Room

390sf



Offices

100sf each

Meeting Room

Activities

- Meetings
- Video calls

Characteristics

- Warm and pleasant
- Good lighting

Attributes

- Nice finishes
- Glazed on at least one side
- Views to exterior
- Proposed Furnishings
  - Large table
  - (16) Chairs
  - Credenza
  - Large monitor display
  - Whiteboards

Offices

Activities

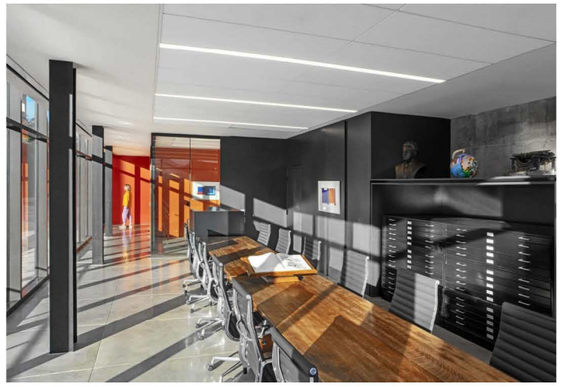
- Council member meetings with residents
- Meetings with visiting officials
- Office work

Characteristics

- Private, Safe, & Accessible
- Acoustically private

Attributes

- Glazed on at least one side
- Proposed Furnishings
  - Workstation with chair, computer, monitor, phone
  - (2) Chair for visitors



Riverside Library - Johnson Favaro



Orinda City Hall - Siegel & Strain Architects

D3: Kitchenette

Description

A functional support space that serves the Community Room by providing dedicated areas to store, prepare, and serve food and beverages without disrupting activities in the main gathering space. Equipped with essential appliances including an extra large refrigerator, microwave, dishwasher, sink, and counter workspace, the kitchenette facilitates event catering and social gatherings. Adequate cabinet and counter storage accommodate dishes, utensils, and supplies for community programming. Directly adjacent to the Community Room with convenient access, this amenity enhances the facility's ability to host extended events, celebrations, and educational programs while maintaining the multipurpose room's flexibility for various configurations and activities.



Canyon Commons Dining Hall - Hacker Architects

Activities

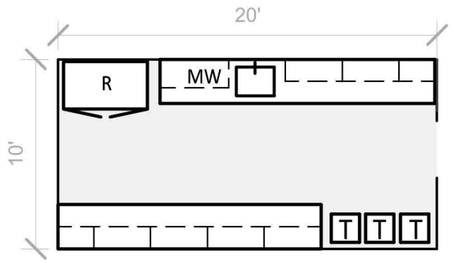
- Storing & preparing food for events
- Lunch at the Library

Characteristics

- Friendly, clean, & warm

Attributes

- Proposed furnishings
  - Sink & prep space
  - (1) Refrigerator (extra large)
  - (2) Microwave
  - (1) Dishwasher
  - Coffee & tea station
  - Cleanable surfaces
  - Trash



Kitchenette

200sf

D5,6: Exterior Accessed City Storage, Trash Enclosure & EOC Restroom

Exterior Accessed City Storage

The city desires additional building space for a small storage area that supports city events in the park and is accessed only by City staff. This is a stand-alone structure replacing the existing storage container adjacent to the park and is located near the existing trash enclosure.

Trash Enclosure

This is an existing stand-alone structure shared by the civic center and the library and community center, housing front-load dumpsters for resource recovery and trash disposal. The structure is located adjacent to the east wing of the civic center.

EOC Restroom

The city desires additional building space for a single occupancy restroom directly adjacent to the community room for use by Emergency Operations Center staff during operations.

Activities

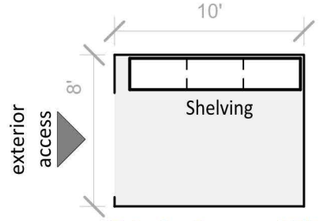
- Storage for city events
- Trash & resource recovery pickup
- Restroom uses

Characteristics

- Utilitarian, durable, clean, safe
- Safe & Comfortable

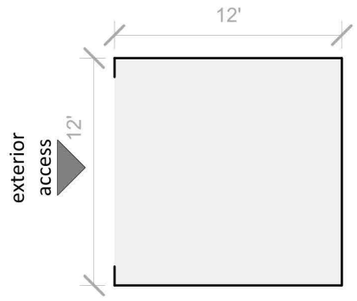
Attributes

- Brightly lit
- Easily cleanable surfaces
- Clear access



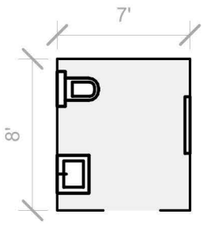
Exterior Accessed City Storage

80sf (desired additional building space)



Trash Enclosure

145sf (existing)



EOC Restroom

50sf (desired additional building space)

Outdoor Spaces

Description

An area of landscaping and paths that connects the building to the adjacent park and downtown. Outdoor spaces facilitate a comfortable and diverse experience when visiting the library and community spaces. Naturally shaded and wind protected areas between the building and park support everyday activities and events. Restrooms accessible from the exterior of the building adjoin this space.

Activities

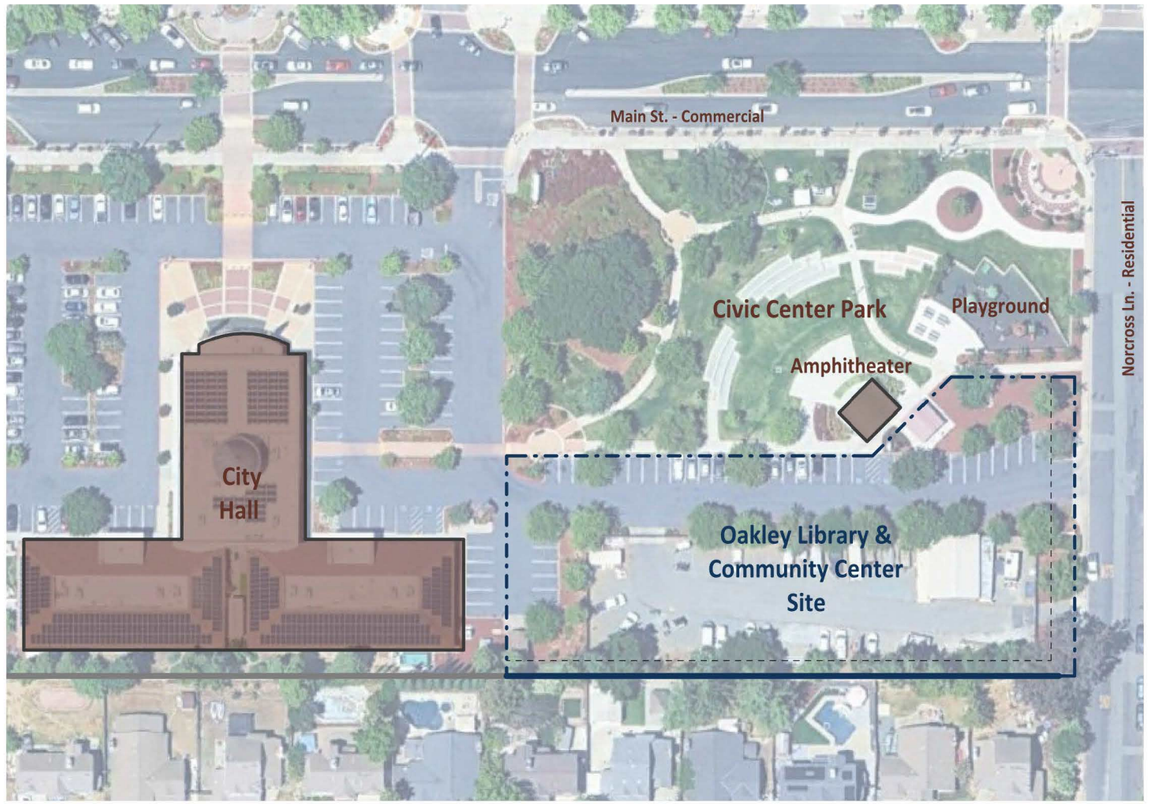
- Outdoor reading & relaxing
- Park overview
- Play & discovery
- Snack time
- Civic events support
- Parking & arrival
- Library & City deliveries

Characteristics

- Fresh air
- Sun & shade areas
- Wind protection
- Naturally playful
- Safe & clean
- Connection between outdoor spaces & building entry

Attributes

- Planted with trees & natural landscaping
- Parking & vehicle access adjacent to building
- Restrooms accessible from the exterior
- Seating for small & large groups
- Durable exterior materials





Oakley Recreation Center - Siegel & Strain Architects



Bishop O'Dowd Center for Environmental Studies - Siegel & Strain



Portola Valley Town Center - Siegel & Strain Architects

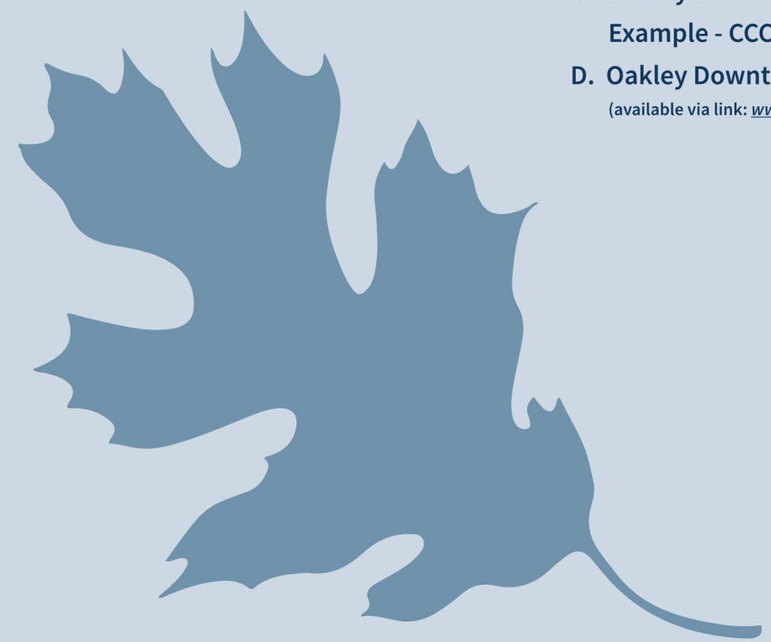


Oakley Civic Center Park - Garth Ruffner Landscape Architect

3

Appendix

A. Library Design Standards - CCCL
B. Collection Development Plan - CCCL
C. Library Lease & Service Agreement
   Example - CCCL & Pleasant Hill
D. Oakley Downtown Specific Plan
   (available via link: *www.oakleyca.gov/242/Specific-Plans*)



LIBRARY DESIGN STANDARDS

CONTRA COSTA COUNTY LIBRARY

28 OCTOBER 2024

CONTRA COSTA COUNTY LIBRARY
Bringing People and Ideas Together
ccclib.org

NOLL & TAM ARCHITECTS

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JUNE 18, 2024

CONTRA COSTA LIBRARY DESIGN STANDARDS

EXECUTIVE SUMMARY

This document is designed to provide guidance and general standards to cities and towns whose libraries are a branch of the Contra Costa County Library (the "Library"). The aim is to provide clarity regarding minimum standards of quality and durability for library buildings as well as standards for consistency across the Library system. These standards will help library staff provide superior service and reduce the number of required replacements of furniture and finishes over time—a prudent, cost-effective strategy as well as a sustainable approach.

Libraries are some of the hardest-working buildings in our communities, open to all ages, abilities, and backgrounds. The Library's goal is to provide equitable, high-quality service to all patrons, and these design standards will help to make library buildings safer, cleaner, and ultimately more welcoming for all. Once built, library facilities often remain in service for many years before updates are made, so making effective design choices that will last long-term is key.

These guidelines are divided into a number of categories, highlighting furniture and shelving as particular topics but also addressing staff work areas, lighting, acoustics, and access.

Each community and building has unique challenges that will require our partner cities and towns, designers, and architects to continue the dialogue with the Library as project work progresses. Our shared goal is to create an inspiring building for the public that will operate effectively and efficiently as a facility and last for decades to come.

1. GENERAL DESIGN STANDARDS

Building Size & Configuration

- Single-story building layouts are strongly preferred by the Library, allowing for better staff efficiency, visibility and ease of operation.

Parking

- Provide bike and scooter parking in compliance with local ordinance. Consult City officials and library staff on location and number of bike racks.
- Provide car parking in compliance with local ordinance. Parking areas should include dedicated, free parking for library patrons and staff within one block of the library. If paid metered parking is necessary, include some free, short-term spots for quick library visits, and free spots for library staff adjacent to the library facility.

Safety & Security

- One public entrance is recommended to control access to the building.
- Visibility for patrons and staff should be prioritized. This can be achieved by maximizing sightlines throughout (using open, connected spaces and glass), and by minimizing hidden corners.
- A clear path of travel is required to meet all ADA guidelines.
- Provide a security alarm system for the building.
- Provide security cameras (indoor and outdoor), and discuss their locations with library staff.
- Refer to **2. Public Spaces—Staff Service Points** for additional information.

Acoustics

- **Meeting rooms**. It is important to create acoustic separation between meeting rooms and larger library spaces. Attention should be paid to creating walls that extend beyond the ceiling to the underside of the structure and to sound gasketing at doors. In addition, sound attenuation can be achieved through a combination of acoustic ceilings and wall finishes. For example, an acoustic ceiling tile used in combination with fabric-wrapped wall panels is an effective way to create better meeting room acoustics.
- **Open library reading rooms**. Each library reading room should be designed with acoustics in mind and considered on a case-by-case basis, depending on the design of the building. Acoustically sound library reading rooms can be achieved through a combination of acoustic ceiling treatments, acoustic wall paneling, and the use of carpeting. It is also important to create acoustic separation between loud library spaces and quiet ones. An example of a loud space might be the service/checkout area, whereas a quiet space might be the quiet reading room or periodicals area.
- **Children's/teen spaces**. Because it is not expected or desired that children's and teen spaces remain quiet, it is recommended that these spaces be acoustically separated from the quieter spaces in the library (such as the adult spaces or quiet reading rooms). Separation can be achieved through a building layout with no direct adjacency to quiet spaces, by using a wall as a space divider (with glass for visibility), and through the use of acoustic ceiling and wall treatments, carpeting, and soft furnishings.



Image of Danville Library reading area

Electrical Power & Lighting

- **Electrical and data access.** It is important that electrical and data access is abundant, through the use of in-floor raceway systems and/or floor outlets, as well as wall outlets. Electrical arrangements should allow for flexibility and rearrangement of layout. Data should be accessible at all desktop computers and staff workstations.

    1. Libraries should include exterior wifi access points. Access points should, at a minimum, cover any outdoor seating areas.

- **Power requirements**. It is recommended that each reader table in the adult and teen spaces have an in-surface power module. It is also recommended that at least 50% of the lounge seating in these areas have direct access to power (via a wall or floor outlet or mobile power module). Providing power access mounted in tables or lounge areas in children's areas is not recommended except at computer stations.

- **Backup power.** Back up power needs should be discussed with the project team along with the City on a case-by-case basis. For example, if the library is to act as a cooling or resiliency center, a generator may be required.

- **Lighting at shelving**. Lighting at shelving should be glare-free and uniform. Lighting should run across rather than parallel to the stacks, so that book faces (rather than the tops of the stacks) are illuminated. It is recommended that lighting not be attached to the shelving so that flexibility can be maintained should shelving configurations change in the future.

- For general lighting in main library areas, provide linear pendant indirect/direct lighting. In back-of-house areas, provide recessed can fixtures. All lights should be LED.

Views

- Views out on to green space should be prioritized as much as possible. However, certain areas such as the staff and children's areas should be taken into special consideration as views into the library from outside passerby may be unwanted. Explore options for operable windows in coordination with security needs and mechanical systems.

Finish Materials

- Interior materials should be selected for longevity.

    1. Tiled carpet should be used instead of broadloom/rolled goods. Carpet should be of high quality and patterned in darker tones for high durability. Carpet should be nylon fiber and solution dyed. All carpet tile should be approved for commercial use.

    2. Avoid using small tiles in restrooms, in order to minimize grout. Choose dark grout colors, especially for floors. Use porcelain tile on floors, and ceramic or porcelain tile on walls. Full-height wall tile is preferred, but at minimum, tile walls up to 4 feet.

    3. Materials in areas that are within the reach-range of patrons and that can be touched (the "touch zone") should be durable and/or easy to repair. For example, fabric-wrapped wall panels below 8 feet in height might need to be bleach cleanable for maintenance, whereas panels above this height may not need to be.

- Exterior building materials

    1. Architects should design a library building as a long-term civic investment, using high-quality, durable, low-maintenance materials. When selecting materials, consider maintenance and graffiti removal.

    2. Building materials should be thoughtfully selected to enhance the civic nature of the building and to fit within the community.

Sustainability Goals

- Sustainability is an important value that the Library wants to promote. Architects should work within sustainability requirements provided by the municipality and look to exceed those requirements wherever possible. Look for opportunities to incorporate public education into the use of sustainable features.

Accessibility Goals

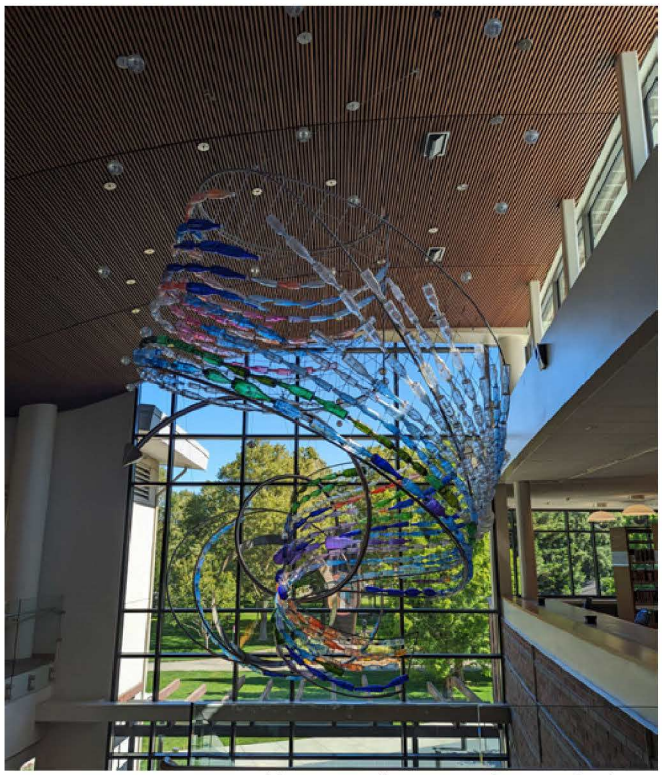
- The Library should strive to go above and beyond building code and meet Universal design and accessibility standards. Universal design is defined as "a concept in which products and environments are designed to be usable by all people, to the greatest extent possible, without the need for adaption or specialized design." In the design and selection of every element, patrons of all ages, shapes, sizes, and abilities should be considered.

Signage

- Exterior signage
    1. Contra Costa County should be acknowledged on building signage. At a minimum, the county logo or county seal should be incorporated in any monument sign, or on the building.
    2. Changeable vinyl signage indicating library hours should be provided on glass at the building entry.
    3. A distinct sign mounted on the building should clearly mark the location of the book return.
    4. Provide clearly marked information for delivery people to contact staff when the building is closed.
- Interior building signage
    1. **Directional signage**. Provide wayfinding signage throughout larger branch libraries to demarcate self-service checkout, restrooms, etc. Signage indicating large program areas or rooms such as children's or teen areas should be determined on a case-by-case basis. Such signage would be in addition to signage required by ADA.
    2. **Code-required signage**. Provide all signs required to meet ADA standards, exiting, fire codes, etc.
    3. **Collection signage**. Signage at stacks should be flexible and easily changeable by library staff, using standard (not specialty) fonts. Mount collection signage on shelves rather than walls. For example, large fixed wall signage calling out "Fiction" will limit the library's ability to reconfigure shelving in the future.
    4. Community information boards should be included in library projects to facilitate community collaboration and communication.
    5. Placement of donor signs and installations must be reviewed with library staff to ensure they are located appropriately. These interventions are long-term and permanent and may impact future flexibility.

Public Art

- Public art displayed in both permanent and temporary exhibitions is a natural fit and welcome in libraries but should be thoughtfully selected.
- Art should be carefully selected to last over time. Large murals and installations must be vetted with library staff to ensure they are suitable for their spaces and are placed in zones where they will be safe from damage.
- Temporary changing art galleries and tackable areas for children's art must be coordinated with library staff. Often these are left unmaintained if such coordination does not occur.



Public art installation at Walnut Creek Library

2. PUBLIC SPACES

Adult Reading Areas

- Where square footage allows, create a "quiet reading" area for adults who want to retreat from noise/activity. These areas should be acoustically separated and should not contain library supplied PCs.

Stacks

- Provide clearances between runs of shelving that at minimum meet ADA requirements. Provide more generous spacing where square footage allows.
- Refer to **Shelving** and **Electrical Power & Lighting** for additional guidance.

Children's Spaces

- It is recommended that shelving heights in children's spaces remain at 60 inches or under. Picture-book shelving especially should not exceed 48 inches.
- Table and chair heights should best serve the patrons who use them the most. It is recommended that two to three different seat and chair heights be provided to accommodate children of all ages and sizes. Refer to the chart below for age-based average table and chair heights.
- All upholstery in children's spaces should be bleach cleanable and/or wipeable.
- Where space allows, include seating wide enough to accommodate a child and a caregiver, such as a small loveseat or sofa.
- Avoid:
  1. Sharp corners
  2. Climbing structures
  3. Toylike seating that can be thrown
  4. Stainless steel surfaces

Age Category	Age (Approx.)	Table Height	Chair Seat Height
Toddler	1-4 Years	13"–17" 33 cm–43 cm	6"–9" 15 cm–23 cm
Preschool	3-6 Years	18"–19" 46 cm–48 cm	10"–11" 25 cm–28 cm
School Age	6-13+ Years	20"–30" 50 cm–76 cm	12"–18" 30 cm–46 cm

Age-based average table and chair heights.



Image of San Pablo Library children's area





- **Manipulatives**. Where space allows in the children's area, it is recommended to include manipulatives. Manipulative play refers to learning with movement and problem solving through interaction with physical objects. Manipulatives can be as small and simple as panels on the ends of book stacks or as large and involved as custom-built structures that children can occupy. Library staff can recommend preferred and vetted vendors.
- **Computers**. Check with library staff to determine computer needs specific to the children's area.

Teen Spaces

- The teen space should be easily identifiable as its own space so that other patrons do not occupy the area. This can be achieved through physical separation (wall and door), clear signage, and/or different finishes and furniture. It must be easily visible from the staff service desk.
- The teen space should be physically and stylistically separate from the children's space. The style of the space may be playful and fresh, but it should not appear childlike and ideally is not immediately adjacent to the children's area.
- Furniture in the teen space should be easily reconfigurable and movable by the teens themselves. Offer a wider variety of seating arrangements for various sizes of groups and activities.
- It is recommended to provide a mix of lounge seating and tables with chairs.
- When selecting furniture and finishes, assume that teens will put their feet up on tables and chairs.

Staff Service Points

- Ensure there is adequate space at public service desks so two staff can navigate around each other. It is recommended that the desk have at least 3 feet, 6 inches of clear space behind it. In instances where the service point serves as a full-time workstation, each station should be a minimum of 4 feet wide. In instances where the service point is only a touchdown station, the width can be less. It is recommended that service points be 2 feet, 6 inches deep to create a comfortable distance between staff and patrons. Anything wider than that will create ergonomic issues for staff.
- The public service desk should be positioned so that staff will have a wall behind them, with two ways to exit from behind the desk. Exits can be swinging gates or open aisles.
    1. If a full-height wall behind the service desk is not feasible, provide a minimum 3-foot-high barrier such as a bookcase behind the desk. The goal is to create a barrier for staff so they are not approached from behind by the public.
- All workstations at service desks should have sit/stand capabilities for ergonomics.

Group Study Rooms

- Provide glass at the front of group study rooms so that staff can see inside. Provide a system for exterior locking of the rooms.
- In instances where group study rooms cannot be built-in or future flexibility is desired, consider pre-fabricated study pods.

Large Meeting/Multipurpose Rooms

- Meetings spaces available after library open hours must also have bathrooms that the public can use.
- Provide adequate storage for tables and chairs in a storeroom adjacent to the meeting room.
- Chairs must be lightweight, easily movable and stackable by staff. Include dollies for ease in moving chairs.
- Provide tables with wheels that fold and nest for storage.

Public Computers

- Public computer stations should be located near the public service desk in open areas within full view of staff rather than enclosed in a computer lab. Laptops can be used by patrons in enclosed rooms.
- It is recommended that each public computer station have a minimum width of 3 feet, 6 inches. Dividers between stations can be used to create a sense of privacy. Dividers should be lower than full height so that staff can easily see patrons. All surfaces including dividers should be wipeable
- Desktop computers are needed in each branch even if laptop checkout is available. Desktop computers are easier for older adults to use.
- ADA-accessible computer station(s) should be provided, typically at a motorized sit/stand table directly adjacent to the other computer stations.

Restrooms

- Provide a separate restroom for staff-only use in the staff area.
- Consider a single stall public restroom for all genders.
- Provide waste bins that are separate from the paper towel dispenser unit. Wall-mounted waste receptacles are not of adequate size and will overflow.
- Locate paper towel dispensers adjacent to the sink rather than on an opposite wall to minimize water dripping onto the floor.
- Specify a folding stepstool at one lavatory to allow for children's handwashing. Provide family restrooms in the children's areas of all mid-size and larger branches.
- Provide a vending machine of free menstrual products at all public restrooms.

Outdoor Spaces

- Where space allows, it is recommended to provide outdoor space for patrons that is controlled, i.e., easily monitored and/or fully secured (fenced).
- Provide shade in outdoor areas.
- Outdoor furniture
    1. Furniture must be attached or heavily weighted if not in a controlled/lockable space.
    2. Provide a mix of seating most suitable for the space and its programming. For example, picnic tables are great for outdoor art classes whereas lounge seating is good for adult and senior reading.
    3. Provide furniture for children where appropriate.
    4. Provide for ADA accessibility.
    5. Consider operations: Will chairs need to be brought into the library by staff at night?
    6. Cushions are not advised on outdoor furniture.



Image of El Sobrante Library public computers

3. STAFF SPACES & LIBRARY OPERATIONS

Staff Entry & Shipping/Receiving Area

- All shipping and receiving areas should be easily accessible by trucks and have an accessible path for hand trucks. Additionally, a doorbell or other system should be provided to alert library staff when deliveries are made.
- The staff entry and shipping/receiving area should be separate from the public entry.
- Provide dedicated space for receiving deliveries and preparing outgoing shipments.
- Receiving area must be easily accessible to trucks.
- Areas should be well lit and placed to provide safe entry and exit after hours.
- Areas should be able to accommodate a large number of book bins and carts. Library staff should provide space needs for this.

Book Return

- Locate the book return to allow books to drop into the building.
- Provide in-wall exterior returns that are adjacent or easily accessible to parking.
- Do not use free-standing exterior book returns.
- The Contra Costa County Library does not use AMH (automatic materials handling) systems.
- Ensure that in-wall returns have adequate space on the staff side for a large, standard-sized bin to be placed below the book chute (an ergonomic issue). Consult with library staff to ensure that enough space is provided for the book return area. Ensure that bookdrops are lockable.



An example of adequate clearance not being provided for a bin below the book drop. A cushion was placed on the floor to receive the dropped books, which must be collected up by staff (an ergonomic issue).

Book Processing

- Provide adequate space and equipment for book processing in staff areas. This may entail space for book carts, a large worktable, chairs, and shelving.

Staff Workroom

- Provide sit/stand workstations
- Provide bulletin board space for staff at office areas.
- **Storage**. Work with library staff to determine staff storage needs.
- **Private Offices**. The Library Manager should have a private office. At minimum, provide sit/stand workstations, storage, and guest seating. Consult with library staff about specific needs.
- **Private Meeting Spaces.** Staff will need a private, enclosed space to take online meetings. This space should seat 1-4 people, depending on space available, and should be equipped with power, data and adequate ventilation.

Staff Support Spaces

- Staff Lounge
    1. Staff kitchenette should include countertops, cabinetry, refrigerator, microwave, sink, general storage, bulletin board space, and adequate space for recycling center.
    2. Staff break room should include a table and chairs as well as comfortable lounge seating where space allows.
- Provide a private locker for each staff member.
- **Staff restroom**. See **2. Public Spaces—Restrooms**.
- Provide a wellness/lactation room for staff. This room should include a lounge chair and ottoman or a recliner chair, a mini fridge, a side table, and electrical outlet access.

Friends of the Library

- The Friends of the Library bookstore should not exceed 3% of the total square footage of the Library. This percentage includes any associated storage and work areas.

Janitorial

- Provide designated storage space for janitorial supplies (supplies cannot be stored in mechanical/electrical rooms). Janitorial spaces should include a mop sink and shelving, and walls should be finished in FRP (fiberglass-reinforced paneling).
- Public programs that require food service need to comply with current Health Department requirements for preparing and cleaning up food.



Image of Lafayette Library staff breakroom

4. FURNITURE

Furniture Types

- Provide a mix of furniture types throughout the library.
- Lounge furniture
    1. Avoid furniture that allows patrons to lie down, such as sofas and long benches.
    2. Avoid throw pillows or loose cushions.
    3. Provide a mix of styles for a variety of ages, abilities, and sizes. Provide some lounge furniture with arms to support an upright seated position for older patrons. Chairs should have a minimum weight limit of 300 lbs.
- Tables
    1. Reader tables should be mainly 2- and 4-person tables.
    2. It is recommended that at least 30 inches of width be provided for each seat at the table to maintain comfortable personal space distances between patrons.
    3. Provide sit to stand tables as needed for ADA access.
- Chairs
    1. A mix of armchairs (30%) and armless chairs (70%) is recommended to support varying sizes and abilities of patrons. Chairs should be ergonomically comfortable to accommodate long periods of work or study. Chairs should be lightweight and easy for patrons to move.
    2. Reader chairs refer to non-lounge chairs that are generally paired with tables. They are fixed in height and do not have casters. Generally, they are wood.
    3. Computer chairs refer to non-lounge chairs that sit at tables with computers. They may have height adjustability and be on casters.

Minimum Standards for Warranties

- All furniture specified should come with a minimum 10-year warranty.

Replacement Schedule

- Furniture should be replaced on an as-needed basis depending on how heavily it is used, how and where it is used, and cleaning protocol.
- In general, upholstered pieces that have a resilient textile with a backing, that are cleaned properly, and that are not exposed to food or drink regularly should be replaced or assessed for replacement after 10 years.
- Tables and chairs, especially wooden ones, can last a lifetime if cared for properly and serviced when broken. It is important to be diligent about warranties and non-obsolescence clauses when selecting furniture pieces, especially those that will be used for a lifetime.

Furniture Location

- Furniture should be movable by staff where possible.

Power Access

- It is recommended that every reader table in the adult and teen areas have an in-surface power module. It is also recommended that at least 50% of the lounge seating in these areas have direct access to power (via wall or floor outlet or mobile power module).

Fabrics & Finishes

- Cleaning guidelines
    1. Specify bleach-cleanable fabrics whenever possible, even if staff does not clean furniture with bleach, because patrons may bring and use bleach wipes. Light colored fabrics should not be used.
    2. Specify a moisture-barrier backing for woven fabrics whenever possible.
- Non-woven fabrics (e.g., silicone, polyurethane, vinyl) are recommended for surfaces that patrons will sit on or touch frequently. Woven fabrics may be incorporated in less touched areas, such as on chair backs, or as accents.
- Durability
    1. Fabrics that meet a minimum of 100,000 double rubs in the Wyzenbeek abrasion test are recommended.
    2. Non-woven fabrics should meet all current requirements for hydraulic testing according to ISO 1419 or ASTM D3690, to avoid delamination.

5. SHELVING

Heights

- Shelving heights should coordinate with accessible reach ranges and eye levels for the age group they serve.
- Shelving should not interfere with staff visibility and sightlines.
- Shelving height guidelines:
  1. Adult and YA Collections: 5 shelves, 66" high
  2. Juvenile Collections: 5 shelves, 54" high
  3. Early Literacy Collections: 3 shelves, 42" high

Manufacturers

- Library staff can recommend preferred and vetted vendors.

Fixed Wall Shelving

- Fixed wall shelving should not exceed 6 shelves high and should be anchored to the wall to meet seismic standards.
- The lowest shelf should not be used for books except in children's and teen areas. If it is necessary to place books on lower shelves in adult areas, use sloped base shelving that is higher off the floor and angled outward for easier access.

Mobile Shelving

- Limit the width of each mobile shelving unit to 2 ranges where possible, otherwise shelving may be too heavy for staff to move.
- Mobile shelving heights must not exceed 59 inches, per code requirements.
- Lower-shelf guidelines for mobile shelving are the same as for fixed shelving (see **Fixed Wall Shelving** in this section).
- **Finish guidelines**. For metal shelving, choose from manufacturers' standard colors (no custom colors).

Children's Shelving

- See **2. Public Spaces—Children's Spaces**.

Magazine & Display

- Display shelving should be mobile and allow for books to face outward. Locate some display shelving near the library entrance.
- Magazines should be stored and displayed in clear acrylic boxes that sit on the shelves. Flip-up perioidcal storage should be avoided.





Examples of mobile display shelving.

COLLECTION DEVELOPMENT PLAN

August 2025
Subject to Staff Revision

CONTRA COSTA COUNTY LIBRARY
Bringing People and Ideas Together
ccclib.org

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APPENDICES 32

Library Mission Statement and Collection Development Goals

Mission Statement

Bringing people and ideas together.

Collection Goal

Providing access to information that meets the myriad needs of a diverse community.

Collection Objectives

Library Collections are developed and maintained in a manner that supports the informational, educational, recreational, and cultural curiosity of the community. They represent diverse points of view and may include materials that some members of the public consider to be controversial in nature. The Library ensures that resources are accessible and available in a timely manner by providing multiple formats, languages, and ways to access information.

Purpose of the Collection Development Plan

The purpose of the Collection Development Plan is to provide Library staff and the communities they serve with a document that informs and supports the development of library collections. The plan is a flexible guide to collection development activities, balancing local community library decisions with those of the system as a whole. The plan reinforces the complementary nature of the diverse community library collections in order to best support library users throughout the county. The plan defines the nature and scope of library collections, establishes collection priorities that will correct weaknesses and maintain strengths, and sets standards for the inclusion and exclusion of resources.

The Collection Development Plan is a direct result of the Collection Development Policy approved by the Board of Supervisors of Contra Costa County on November 16, 1999.

See Appendix A: Board of Supervisors Resolution 99/595—Collection Development Policy for a full copy of the policy.

Chapter 1: Library and Collection Overview

The Contra Costa County Library—Past and Present

The Contra Costa County Library has a rich tradition of library service. It was founded in 1913, the first year of a new commitment to countywide library service. By the 1920s, there were over forty community libraries and service to sixty-four public schools as well.

During the years following World War II, the library began to change to reflect the newly developing suburban nature of the county it served. The very first branch librarian started working in the El Cerrito Library in 1949. Service to school libraries stopped in 1953.

The suburban profile of the county led to an ambitious building program that began in the 1950s, which resulted in the construction of most of the library buildings in use today. The passage of Proposition 13 in 1978 put an end to this rapid expansion.

The Contra Costa County Board of Supervisors serves as the governing board for the Contra Costa County Library. In 1997, the Library was divided into five regions based on geographical location (Central, East, Lamorinda, South, and West). As stated in the Appendix A: Board of Supervisors Resolution 99/595—Collection Development Policy, the legal responsibility for the selection of library resources rests with the County Librarian.

The Collection

Individual community library collections contribute to the total scope of the county library's holdings. Their primary role is to feature current, high-demand, and high-interest materials in a variety of formats for all ages, in addition to some retrospective titles, periodicals, and reference support.

The scope of the collection changes over time as the needs and makeup of its users change. Financial limitations must be acknowledged with as little deprivation to community needs as possible. A materials budget must respond to the addition of new formats and the evolving needs of underserved populations.

General Collections

The Contra Costa County Library collection is composed predominantly of circulating fiction and non-fiction materials which meet the recreational, educational, and instructional needs of the community. For purposes of selecting library resources for its patrons, the library recognizes three distinct age-levels:

- The Children's Collection is defined as resources that serve a population from birth through middle school and their adult caregivers
- The Young Adult Collection is defined as resources that serve a population from middle school through high school.
- The Adult Collection is defined as resources that appeal to any reader beyond the Children's and Young Adult collections.

Every community library has adult, young adult, and children's materials that comprise a core collection. The core collection consists of those materials and subjects that meet the fundamental information needs of the community. Core collections include circulating and non-circulating materials in all formats, including access to electronic resources. Core collections are designed to appeal to browsers as well as to patrons that enter the library looking for specific material.

This core collection can also be described as demand-based and actively used. Core collections are maintained and reinforced as part of the ongoing collection development process. Statistical analyses of circulation patterns, such as turnover rate, are considered during the annual review of what constitutes a core collection.

Centralized selection ensures that each community library meets its minimum core collection level. It is recognized that maintaining the balance of these collections is an on-going process.

Floating Collection (“iFloats”)

In a floating collection, materials are not owned by a particular community library but are shared by all the libraries. There are several reasons for maintaining this type of collection:

- To build on countywide collection development planning
- To refresh and revitalize the materials at each location
- To increase the availability of items by reducing the time spent “in-transit”
- To provide faster service for patrons to receive materials
- To reduce the library’s carbon footprint by limiting deliveries

In a floating collection, items do not have a permanent home. When a patron returns an item, it is shelved at the location where it was returned. Similarly, un-retrieved holds on floating items are re-shelved at the requesting location. In both these cases, the catalog automatically updates the item’s record to reflect its new library location. Every community library thereby plays host to a variety of items in the floating collection at any given time.

At the Contra Costa County Library, items in this collection are designated with the term “iFloat”. The collection includes all audio-visual material and additional popular material purchased centrally.

Reference Resources

Reference materials are part of the Library’s circulating collection. They can be checked out like other library materials. Reference materials that circulate allow the broadest range of use for these often-expensive items.

Electronic Resources Collection

The importance and availability of electronic resources affects all aspects of collection development. Electronic resources transcend the physical boundaries of the community libraries and fulfill the goals of lifelong learning, connectivity, and access articulated in Contra Costa County Library’s Strategic Plan.

Electronic resources appeal to a large segment of the community and satisfy user demand for information. Electronic resources offer unlimited and remote access to simultaneous users, support equal access for all to a countywide reference collection, and provide cost effective means of providing quality information at the point of service.

eMaterials

Electronic or digital versions of various library formats are useful for meeting reference and entertainment needs and offer several advantages over conventional physical formats. The advantages include a self-service collections with 24/7 availability that customers can browse, select, check out, stream, download, and/or listen to, on a personal device. The library's collections include versions of popular and established titles covering a multitude of subjects and target audiences.

Purchases of electronic or digital versions may serve Library users better than the purchase of a single hard copy title. eMaterials expand a collection without needing physical space. eMaterials allow the Library to enhance the collection by providing additional access to titles in high demand and by providing countywide access to titles not represented in all libraries.

Federal Government Publications Collection

The Costa County Library has been designated a Federal Depository Library for the Tenth Congressional District since 1964. As a designated selective federal depository, the Library's mission is to make government publications freely available for the use of the general public, and to meet the government information needs of the people who live and work in greater Contra Costa County.

In 2008, the Library began to emphasize the online electronic format to maximize both accessibility to government publications by County libraries and cost effectiveness in Library collection development. Government documents, including those in electronic format, are cataloged to promote public access.

The Library's government collection may include census publications; tax publications; legislative proceedings, statutes, codes, and regulations; Supreme Court opinions, treaties; budgets and financial reports; labor, education, criminal justice, and health statistics; trade data; military histories; geological and environmental publications; topographic maps, flood zone and other hazard maps, county ordinances, Board of Supervisors agendas, and grand jury reports.

See Appendix B: Federal Government Publications Collection Development Policy

Special Collections

Occasionally, a community library that serves a unique population will maintain a special collection. The determination to build and maintain new special collection areas is carefully considered. Factors include community interest, available and sustainable local funding, physical space available, the existence of accessible specialized resources in other area libraries, and the realities of budget limitations.

Interlibrary Loan through LINK+

LINK+ (Link Plus) is a cooperative project among participating public and academic libraries in California and Nevada. LINK+ provides patrons of Contra Costa County Library with access to books and materials that may be outside of the scope of the Library's collection or otherwise unavailable for acquisition. The service is free and allows patrons to directly search for and request items with their Contra Costa County Library card.

Budget Allocation

County funds for purchase of library resources are allocated to each community library based upon circulation, service area population, and any other appropriate measurements as determined by Library Administration. The expenditure of these funds is the responsibility of the Collection Development Department. Expenditure of non-County funds, including those from Friends, grants, community groups, and library foundations, is the responsibility of the recipient community library.

Chapter 2: Collection Assessment

Library collections need continuous evaluation in order to meet the library mission and collection goals. Collection assessment is an organized process for systematically analyzing and describing a library's collection. Assessments help clarify collection development goals and provide data that can be used to set funding priorities.

Statistical tools such as circulation reports, collection turnover rates, patron surveys and staff suggestions should be used to determine how collections are being utilized and what changes should be made to meet shifting patron needs.

User Surveys

A user survey is another tool to assess library user satisfaction with resources and services. Every 3 to 5 years, user surveys are scheduled and conducted countywide to assess satisfaction and needs against collections and services.

Non-User Surveys

To be effective, collection development must be responsive to the total community's needs, not solely to those of the current or most active users. To better realize the library's mission of bringing people and ideas together, the library assesses the needs of non-users in its community.

Suggestions for Purchase

Patrons and Staff are encouraged to submit a Suggestions for Purchase request to inform Collection Development staff of potential need for specific titles or subject matter.

Chapter 3: Materials Selection

Materials selection is the heart of the collection development process. Skill, knowledge, and the proper tools are necessary to make decisions that will accurately meet community needs.

The library strives to balance current, high-demand materials with those of proven, long-term interest. The library also must balance entertainment materials with informational, educational, and self-improvement materials.

Anticipated demand, media attention, subject need, and patron requests are utilized in making selection decisions. Selection decisions are based upon patron interests and the need to provide a choice of format, level of difficulty, and diverse points of view on a given topic.

Responsibility for Selection

Administrative and operational oversight is provided by the County Librarian, who delegates the selection process to staff: the Collection Development Manager, the Collection Development Staff, the Collection Development Committee, and collection planners. Additional administrative and operational oversight is provided by the Deputy County Librarian of Support Services.

Collection Development Committee
The Collection Development Committee consists of the Collection Development Manager, the Collection Development Specialist, the Deputy County Librarian for Support Services, and a select group of staff.

The Collection Development Committee provides a team approach to collection development work. Committee membership rotates through the community library based collection planner staff, with members serving at least a two-year term. The committee assists with special projects as needed and provides regular evaluation of the Collection Development Plan.

Deputy County Librarian for Support Services
The Deputy County Librarian sets the Collection Development Committee's direction, creates goals and objectives, and ensures that Committee decisions support the Strategic Plan.

Collection Development Manager
The Collection Development Manager coordinates the work of the department and committee in order to achieve a centralized collection development approach. The Collection Development Manager also works with vendors on selection and acquisitions issues and projects.

Collection Development Specialist
The library's Collection Development Specialist serves as the chair of the Collection Development Committee and oversees the work of the Collection Planners.

Collection Development Staff
The Collection Development staff supports the Collection Development Department in a wide array of duties and special projects, which ensures a strong and accessible collection.

Collection Planners
Collection Planners are assigned responsibility for portions of the collection by genre or subject area. Each Collection Planner is directly responsible for the selecting of materials for their assigned section of the collection.

The Collection Development Manager may offer libraries the option to select materials for special collections or replacement orders. Community Library Managers may delegate the selection responsibility to staff at their libraries. These selectors are responsible for discretionary selection of resources for inclusion in their respective collections, including material that may not be available in other community libraries. Community Libraries are responsible for local input on collection areas that are selected centrally.

Selection Criteria

Librarians apply their professional judgment and experience in selecting resources according to the general criteria listed below. All criteria do not apply to each selection. No single criterion is applicable, although total content and cost are highly considered in all selection decisions. Works that reflect life are not necessarily excluded because of frank language or controversial opinions. The Library has a responsibility to protect intellectual freedom by providing access to materials with diverse points of view. Resources are judged as a whole, rather than on isolated sections. While librarians consult reviews and other evaluative sources, demand takes precedent.

AI Generated Material

The library's preference is to not collect AI generated or narrated works, where AI is defined as computers performing tasks which are ordinarily undertaken using human intelligence and creativity.

Potential dangers of AI generated material include:

- Threatening of the livelihood of writers and artists
- Violation of copyright by using data without permission
- Inaccuracy of data/information
- Failing to acknowledge sources

The Library recognizes that AI, like all technology, is a tool, one that may be utilized by original authors to assist in creating, editing, and narrating their works. Because of this reality, the library will review AI generated or influenced titles on an individual basis to determine if they meet collection development plan criteria. These titles may be added to the collection in the service of public interest.

The library will continue to support and prioritize original works by human authors within the larger goal of protecting creativity and the arts as an essential part of a healthy society.

General Selection Criteria

The general criteria listed below apply to all age-levels and formats. The sequence of these criteria is not an indication of their relative importance. All criteria do not apply to each selection.

- Relevance to diverse populations
- Current and historical significance/document of the times
- Critical praise/notice/literary merit
- Usefulness
- Appropriateness of format
- Availability of resource in other libraries
- Space and budgetary considerations
- Reputation/importance of the author/artist
- Objectivity
- Collection balance/minority point of view
- Value of resource in relation to cost
- Local interest (subject, author, publisher)
- Relationship to the existing collection
- Currency of information
- Permanent value as standard work
- Readability/appropriateness for audience
- Reviews from reputable resources

Multiple Copies

The library seeks to offer access to as many copies of desirable titles as possible to meet demand. The recommended ratio of patron reserves to number of copies of an item is 5:1. However, this ratio cannot always be met due to budget limitations.

Self-published or Self-submitted materials

Self-published or self-submitted materials are subject to the same guidelines as the general selection criteria outlined in this document. For an item to be considered the following criteria must also be met:

- Handled by a professional publishing and editing firm AND
- Reviewed in a library journal, national publication, OR local media (Bay Area newspaper, television or radio station, etc.)

Crowdsourced reviews, such as those found on Amazon or Goodreads will not be considered because there is no objective standard for reviews from these sources. Because self-published materials often require original cataloging, there are additional costs associated with integrating such materials into the collection and these may affect the outcome of staff assessment of self-published materials.

Public Service staff are not responsible for assessing the materials. Items accepted for consideration are not guaranteed placement in the collection. All decisions are handled by the Collection Development Department.

See Appendix C: Local Author Submission Information

Electronic Resources Selection Criteria

Electronic resources must comply with the selection guidelines and meet the goals of the Library's overall strategic plan. Due to the special nature of electronic resources in comparison to traditional print and audiovisual materials, additional selection criteria are necessary. In some instances, the cost benefits of online versus print access or a combination purchase of the two formats will be evaluated.

The Electronic Resources Specialist maintains and develops the Electronic Resources collection under the guidance of the Collection Development Manager.

The Electronic Resources selection criteria are separated into the following subsections. The Library may conduct a staff and/or public trial to better evaluate the resource.

General

- Augment, fill a gap, and/or maintain the currency of the collection
- Superior to current subscribing database
- Community demand
- Supplant a print equivalent
- Offer added value and advantages over the print equivalent
- Target a new service population
- Reviewed by professional journals
- Contain limited commercial content or requests for additional cost-based access

User Interface

- Site is logically laid out and intuitive for searching
- Compliant with current accessibility standards
- Both the novice and expert user can search the resource
- Provide the appropriate search tools to locate desired information
- Provide clear prompts and messages
- Offer emailing, printing, and downloading capability
- Level of training required for the staff and public to use the resource

Technology

- Remote access and simultaneous users
- User authentication compatible with Library practices in safeguarding patron privacy
- Compatible with the Library's existing and/or future hardware and software
- Support Library branding
- Reliable and stable, especially during peak usage hours
- Vendor maintenance should minimally impact database usage
- Monthly statistics of remote and in-house usage are available and easy to access

Vendor Considerations

- Reputable and known within the library/information community
- Reliable in customer support
- Offer staff and/or public training
- Provide marketing materials that can be branded and distributed

Continual Evaluation of Existing Electronic Resources

Because of the relatively high cost of these resources as well as the desire for the Library to provide the best, most focused electronic collection possible, evaluation of existing subscriptions needs to be ongoing. The Library will monitor the usage of electronic resources through monthly statistical gathering. Existing electronic resources are continuously evaluated and reports of negative changes or lack of use impact the decision regarding retention.

Gifts and Donations

The Contra Costa County Library welcomes monetary gifts to support its collections. Unless designated to a specific location, all gifts become part of the county's general collection budget and are used to purchase resources that will be made available to users countywide, at the discretion of the Collection Development Department. The library provides a written acknowledgment of all monetary gifts.

The library does not accept gifts or donations of physical materials. Such donations may be given to a Friends of the Library organization for their book sales or other use as the organization chooses.

See Appendix D: Gifts and Donations for more information.

Chapter 4: Collection Formats

Library staff continually evaluate new technology and new formats. Formats are chosen based on: ease of use, demand, cost, space requirements, ease of processing, and durability.

New formats are considered for the collection when it is evident from patron surveys, local requests, or industry reports, there is real or anticipated demand for the new format and that the community has the necessary technology to make use of that format. Formats currently collected by the library include:

- Book
- Compact Disc (CD)
- Digital Video Disc (DVD)
- Electronic Resources
- Large Type
- Periodicals

The library may stop collecting formats due to factors such as declining use, obsolescence, or licensing issues.

Books

Books are generally purchased in hardcover editions because of their durability. However, paperback editions are also purchased, and are preferred in cases where the hardcover edition is extremely expensive or no longer available.

Compact Discs (CDs – Music and Spoken Word)

Compact discs are purchased because of their durability and their continued position as a popular format for music and audio books. Music compact discs must be album-length; no compact disc singles or abridged fiction audio books will be added to the collection.

Digital Video Discs (DVDs)

Digital videodiscs are purchased for both the adult and children's collections. Preference is given to wide screen editions, although full screen editions are also added. The library does not purchase Blu-Ray editions of DVDs.

Electronic Resources

Includes digital resources and materials such as databases, newspapers and magazines, eBooks and eAudiobooks, and government documents.

Large Type

Materials in this format are published with larger fonts to meet the varied needs of all readers. Large Type materials are purchased in hardcover and paperback.

Periodicals

Print magazine and newspaper subscriptions vary by location. The number of subscriptions at a particular library depend on community needs, space, and budgetary limitations. Total holdings per location are not to exceed 25. Depth of back files is standardized to:

- One year plus current year for monthly and quarterly titles
- Six months plus current month for weekly and bi-weekly titles

Chapter 5: Subject Areas

Library collections are designed to reflect the broad range of community needs in Contra Costa County. Subject Area descriptions provide guidelines for the selection of materials that comprise the various age-level and topical collections that are designed to satisfy those needs.

Subject area refers to a particular section of the collection that contains similar content or format. Subject areas may overlap. These descriptions may be updated as data and information that reflects community needs changes.

The descriptions on the following pages specify the library's practices for individual subject areas, organized by collection. Information on the weeding of these subject areas is discussed separately in Chapter 6: Collection Maintenance.

Adult Collections

The adult collection of the Contra Costa County Library reaches a broad range of users that comprise the County's large and diverse population. Primary emphasis is on popular educational, recreational, and informational resources.

Adult Fiction

The chief purpose of the fiction collection is to provide patrons with a range of popular titles for recreational reading. Multiple copies are purchased as demand and budgetary factors allow. The library subdivides Adult Fiction into separate collections: General Fiction, Mysteries, Romance, Science Fiction, Westerns, Short Stories, and Graphic Novels. For the convenience of browsers, three of these collections—Mysteries, Science Fiction, and Graphic Novels—are shelved separate from the rest of the collection.

General Fiction

The library mainly purchases best-selling novels, popular authors, books that receive favorable reviews in professional media, and books selected by national book clubs. Works of historical and literary significance are also purchased in support of local school curricula and self-education. New editions are added as needed. Focus is on providing multiple copies of popular titles within budgetary limitations.

Mysteries

Mysteries are the library's most frequently circulated fiction genre. Both contemporary and established mystery authors are included.

Romance

The romance genre encompasses fictional stories of love and relationships set in contemporary or historical periods.

Science Fiction/Fantasy

Science fiction covers stories and themes about the imagined future as well as variations on our own culture and society. Fantasy is a mixture of magic, romance, historical fiction, and fairy tales set in another place and time.

Short Stories

In general, selection of short stories is restricted to major authors, award-winning collections, or highly acclaimed titles. General short story collections are given a separate classification for browsing purposes. Genre story collections such as mystery or science fiction are not shelved in the general fiction collection but rather with their respective collections.

Graphic Novels

The graphic novel is defined as a book-length illustrated narrative. Due to the often-mature subject matter of graphic novels, every new series is reviewed by staff to determine appropriate placement within the Adult, Young Adult, or Children's collections. Compilations of comic strips are shelved in the general nonfiction collections.

Adult Non-Fiction

Generalities 000-099
This collection focuses on technological resources for the home and business user. There is also substantial interest in unexplained/extra-terrestrial material. In addition, practical and theoretical works in publishing, journalism, and Library Science are collected here.

Philosophy and Psychology 100-199
This section contains popular works of philosophy and psychology. Areas of high interest include philosophy, witchcraft, parapsychology, astrology, and relationships.

Religion 200-299
General religious and spiritual works and world religions are the core of this section. Scriptures of different religions, works on atheism, popular works of spiritual interest, books on cults, and works of mythology of different cultures are represented. Although some titles which are published by a religious institution itself may be part of the collection, proselytizing works will generally be excluded in favor of works that present an unbiased, informative point of view for the general reader.

Social Sciences - 300-399
The social science collection includes a wide variety of topics: education, crime, armed forces, law, civics, sociology, etiquette, race and ethnicity, economics, personal finance, conservation, gender and sexuality, careers, folklore, and customs. Occupational and educational test preparation material is also found in this area. These resources cover topics of general interest and do not include academic/scholarly works or textbooks.

Language 400-499
This collection consists of dictionaries and instructional material on language and grammar. Materials on English for native English speakers as well as for those learning English as a second language are included. Learning materials for major world languages and American Sign Language are represented at a beginning level.

Pure Sciences 500-599
The science and math collection is designed to meet the needs of both students and lifelong learners. Included are both popular technical subjects and some more detailed or specialized treatments. The collection includes a sizeable number of science fair project books, general math books, and material on animal and plant life.

Applied Sciences 600-699
The applied sciences encompass many subjects of popular and high consumer interest, including cooking, health and medical subjects, parenting, gardening, employment, engineering, and home improvement. These materials tend to be aimed at the general public seeking information on a non-professional level.

Arts and Recreation 700-799
This section encompasses a broad variety of arts: fine, visual, performing, decorative, and recreational. These include sports, crafts, interior design, popular culture and entertainment, graphic arts, comics and cartoons, antiques and collectibles, home landscaping and architectural design. The materials in this section are selected for general popular use.

Literature 800-899
The literature collection includes writing guides and style manuals, literary history and criticism, humor, plays, poetry, speeches, and essays.

Geography, History, and Travel 900 - 999
This collection consists of popular works intended for a general audience, supplemental material to support student learning, and current travel guides for international and national locales. Local history includes resources on Contra Costa County and surrounding communities.

Biography

This collection consists of nonfiction materials about people from all walks of life and spans early history to the present. Autobiographies and biographies are included here. Most works in this collection are popular materials appropriate for a general audience. Memoirs and collected letters are shelved in their corresponding Dewey range.

Large Type

The large type collection is primarily a duplication of titles already in the library in standard type. Popular and genre fiction, biographies, travel memoirs, self-help, medical, humor, and assorted other popular works make up the majority of the collection.

Adult Audiovisual

Film and Television
The collection for adults contains feature films, television programming, and informational videos in DVD format. The collection emphasizes feature films, including current popular interest titles and classic and contemporary cinema from around the world. Informational titles include such subjects as travel, parenting, documentaries, and the arts. TV programming includes cable and network series, and streaming series when available for purchase.

Audio books
The audio book collection consists of both fiction and nonfiction materials. The fiction area includes contemporary and established fiction with an emphasis on contemporary works. Works of fiction are represented in unabridged versions. The non-fiction collection covers a range of subject areas including best sellers, instructional, and self-improvement topics.

Music
The adult music collection covers all genres of music, including classical, pop, rock, R&B, country, jazz, blues, reggae, world, and soundtracks.

Periodicals

The collection consists of popular titles in a broad range of subject areas.

Young Adult Collections

The Young Adult Collection strives to meet the diverse needs and interests of the County's young adult population. The primary focus is on fiction, with some nonfiction titles on popular topics.

Young Adult Fiction

This collection supports age-appropriate materials for teens and young adults that meets the multifaceted educational, recreational, and developmental needs of this dynamic age group.

Young Adult Nonfiction

This collection generally supports recreational reading needs. Preference is given to shelving nonfiction materials within the adult collection.

Children's Collections

The purpose of the children's collection is to serve the community in its diverse informational and recreational pursuits. The children's collection in the Contra Costa County Library serves a population from birth through middle school and their adult caregivers. The library makes efforts to support local academic curricula.

Children's Fiction

Picture Books

The picture book is a fiction title with the emphasis on the illustrations. Text, vocabulary, and concepts are suitable for preschool age children to early elementary. This is a broad category of books covering many subjects of interest to young children and their families.

Early Reader Fiction

This collection serves the needs of children who are just learning to read. It includes easy to read books with few words on each page and short chapters. These books have controlled vocabulary, large print, and visual cues for the text. They are an introduction to independent reading. Early Readers are shelved separately from the children's picture books and the children's fiction.

General Fiction

The children's fiction collection is comprised of titles meeting the recreational and educational needs of students with elementary through middle school reading levels. Effort is made to include all books that have won children's literary awards to satisfy the demand of recreational readers and to support class assignments.

Children's Nonfiction

General Nonfiction

The children's nonfiction collection includes materials that meet the informational, educational and recreational reading needs of children in elementary through middle school.

The demand for browsing material is continuously balanced against a significant need for homework support materials. Popular topics such as magic, jokes, sports, crafts, comic strips, fairy tales, and folklore comprise a sizeable portion of the collection. The California school curriculum is another important force in shaping the nonfiction collection. Annual assignments such as history, animals, U.S. states, science experiments, and ancient cultures require circulating materials in significant quantities.

Children's Audiovisual

The children's collection includes popular movies, animated feature films, as well as nonfiction and instructional DVDs.

Board Books

Children's board books are made of sturdy material for babies and toddlers. The text is minimal, with few words on a page or none. The purpose of the Board Book collection is to introduce books to babies, toddlers, and their parents, and to encourage families to read together. Board books are shelved separately from the children's picture books and the children's fiction.

Periodicals

The children's periodical collection supports the recreational, informational, and educational needs of children through middle school.

Special Collections

The Contra Costa County Library maintains special collections that reflect the local community, history, and heritage. Special collections supplement the general collections. These collections, except for that of Project Second Chance, are accessible to all library users.

A special collection may be a unique, self-contained, one-of-a-kind, irreplaceable resource with no need for further development, requiring appropriate preservation measures, or it may be a collection unique to one or more community libraries that requires continuing maintenance and collection development. Select items in these collections may not circulate.

Guidelines for Implementing a Special Collection

The implementation process is carried out in consultation with Library Administration and Collection Development staff to ensure project sustainability and congruence with the Library's mission and policy.

The following special collections are currently significant library resources:

- Stories to Go
- Government Documents/Local History
- Genealogy at Walnut Creek Library
- Community Languages
- Jazz at San Ramon Library
- Lite Reads
- Library of Things
- DeLoach and Troy LGBTQ+ at El Cerrito Library
- African American at Hercules Library

Stories To Go

The Stories to Go program provides early literacy kits designed for use with children 2-5 years old. The materials in the Stories to Go program kits are chosen to augment early exposure to literature. Themed kits include stories, activities, and toys, and are designed to encourage interactive storytelling. The focus is on books with multicultural themes, characters, faces, or situations.

Government Documents and Local History

Federal Government Publications Collection

The Costa County Library has been designated a Federal Depository Library for the Tenth Congressional District since 1964. As a designated selective federal depository, the Library's mission is to make government publications freely available for the use of the general public, and to meet the government information needs of the people who live and work in greater Contra Costa County.

In 2008, the Library began to subscribe to Marcive's Documents without Shelves. The service ensures the library maintains Depository status by providing open access to federal documents through the Library catalog. The online electronic format maximizes both accessibility to government publications and cost effectiveness in Library collection development and replaces the need for an expansive physical collection. The Library is now recognized by the Federal Depository Library Program (FDLP) as an electronic depository with a small collection of historical government information in print format.

Responsibility for collection development and maintenance of the documents collection officially rests with the County Librarian and is delegated to the Collection Development Manager. Selection policy, criteria, and goals and objectives must meet any requirements necessary to maintain depository status, and they must also be consistent with the library's overall mission and collection development policy and plan. The collection emphasizes reference, statistical, and popular materials over those for instructional or research purposes.

Community Library Government Document Collection

Most community libraries have a Government Documents section that houses documents from the local municipal government, other governmental agencies, and local industries. The extent and types of material in each library varies depending on local regulatory guidelines.

Local History

Local History collections can be found in most community libraries and are maintained by branch staff.

Genealogy

The genealogy collection at the Walnut Creek library is a large collection of resources that includes books, pamphlets, newsletters, magazines, and microform. The collection was originally established by members of the Contra Costa County Genealogy Society. The books are of a general genealogical nature and relate directly to the study of or search for lineage or family or individual ancestry. The collection emphasizes American genealogy and includes genealogies for specific geographical regions, family histories, military members, immigration/passenger records, church records, and ethnic genealogies.

Community Languages

Community Language collections offer material for adults and children in various formats and are housed at the community library level depending upon the local demographics and the identified local need for substantial material in a particular non-English language. Distributed throughout the county are distinct collections of Chinese (simplified and traditional), Russian, Spanish, Filipino, Vietnamese, Korean, Hindi, and Farsi.

Jazz

The Jazz Collection at San Ramon resulted from the community library's successful competition for the Smithsonian Institution's first jazz exhibit. Recording companies and performing artists first contributed over 400 CDs to the library. Funds from the exhibit helped to acquire additional CDs, videos, books, and sheet music to form a special collection of unusual strength and breadth. Collection development and maintenance is the responsibility of the San Ramon Library staff.

Lite Reads

Lite Reads is a collection of titles curated specifically for new adult readers. It features books with simple vocabulary and short chapters while maintaining high interest and relevant storylines for adults. The Lite Reads collection is easily browsable and featured regionally throughout the County.

Library of Things

This collection is comprised of non-traditional items available for patrons to borrow, including ukeleles, stocked backpacks for hiking, energy efficient tool kits for homes, C-pen readers, STEAM kits for kids, Raspberry Pi coding kits, wi-fi hotspots, and California State Park entrance passes.

DeLoach and Troy LGBTQ+

The DeLoach and Troy collection, established in 2018, is a collection of materials for all ages that includes fiction and nonfiction materials relating to gender identity and sexual orientation. The collection was created from a donation from El Cerrito community members Eugene S. Troy and James S. DeLoach. Collection development and maintenance is the responsibility of the El Cerrito Library staff.

African American

The African American collection was founded at the inception of the Hercules branch in 2006. This collection exists to serve as a resource for the African American community in Hercules and for all residents of Contra Costa County of every background. The purpose is to highlight, reflect, and share the history and culture of the African American community in the United States, and features many of the voices, experiences, and intersections that make up this specific community. Collection development and maintenance is the responsibility of the Hercules Library staff.

Juvenile Hall Outreach

The Contra Costa County Library manages a special collection for incarcerated teens at the John A. Davis Juvenile Hall in Martinez. The Juvenile Hall library has its own collection development plan. However, residents may also request books from the County library system provided they meet Juvenile Hall's collection development criteria.

Betty Frandsen Library at John A. Davis Juvenile Hall
The John A. Davis Juvenile Hall is a maximum-security facility for juvenile offenders up to age 25. In November of 2006, the Betty Frandsen Library was established at Juvenile Hall with the mission of promoting a love of literature and reading, supporting the school curriculum, and encouraging the development of a lifelong habit of self-directed learning. The library is operated jointly by a Librarian, Probation Department staff, and volunteer staff. The librarian is chiefly responsible for the selection of materials which meet the educational, informational, recreational, career/vocational, and personal needs of its users. Certain materials are prohibited from the collection and may include hate literature; materials that promote or glorify gang activity; violence; drug and alcohol abuse/use; irresponsible sexual behavior; materials that are predominantly sexually graphic; telephone books; newspapers; and movies rated higher than PG-13. This library maintains its own site-specific policy document with specific guidelines for the selection of materials, reconsideration of materials, and circulation and visitation procedures.

Project Second Chance

Project Second Chance (PSC) is the Library's adult literacy program. It trains community volunteers to provide one-on-one literacy tutoring to people sixteen years of age or older and out of high school. The program is headquartered from a non-library location in Concord and has offices in the Antioch, Brentwood, Pleasant Hill, and San Pablo Libraries.

PSC resources are purchased specifically for the program's learners and tutors. The PSC collection of instructional materials includes textbooks, workbooks, and teacher's guides; hands-on manipulatives; online learning programs; audiobooks; and collections of poetry, essays, novels, and works of non-fiction written for adult learners. These items are not listed in the Library's catalog and may not be borrowed by the general public.

Chapter 6: Collection Maintenance

Weeding (De-Selection)

Weeding is an essential element of collection development that ensures that Library materials are useful and accessible. Collections evolve over time to meet changes in community needs and to reflect the Library's goals.

Weeding is an evaluation of resources intended to remove items that are no longer useful from the collection. When libraries do not weed regularly or consistently, customers have trouble finding interesting and relevant materials. Removing outdated or worn-out items makes the collection more accessible. Library staff may withdraw and discard materials when they are obsolete, little used, in unusable condition, or replaced by a new edition or more authoritative title on the subject.

Every library's collection is limited by the space available to house it. In order to maintain a current and useful collection, systematic evaluation and regular weeding is necessary. It keeps the collection responsive to patron needs and makes room for the influx of new resources that continuously replenish the collection. The weeding process identifies damaged items, dated resources, and items that are no longer being used. Weeding also aids in the identification of areas where new resources may be needed.

Weeding Schedule and Tools

Librarians are responsible for regular evaluation of collections in their branch following the weeding schedule and guidelines established by Collection Development Staff. The schedule and guidelines incorporate weeding de-selection guidelines and other reports to ensure outdated information and underused or overused materials are removed or replaced. A variety of criteria and assessment procedures are utilized.

Evaluation Criteria:

- Physical condition of materials
- Availability of newer, more comprehensive, or more accessible material
- Relevance to collection and scope of collection
- Ease of borrowing materials from another library
- Reflection of community needs
- Date of last circulation and number of circulations

Social Perspectives

Because social perspectives shift over time, what was once an accepted view years ago may be considered inappropriate today. The goal is to offer balanced coverage while preserving intellectual freedom. Items are not weeded based solely on frank or controversial content.

For further review of de-selection guidelines, please refer to Appendix E: Weeding (De-Selection) Guidelines Chart

Chapter 7: Reconsideration of Materials

The Library has created a formal procedure for review of challenged materials.

The procedure establishes a framework for registering and responding to a complaint while defending the principles of intellectual freedom as set by the American Library Association's Library Bill of Rights.

For more details on the procedure, refer to Appendix G: Patron Request for Reconsideration
See also: Appendix F: Library Bill of Rights
See also: Appendix H: Freedom to Read Statement

Appendix A:
Board of Supervisors Resolution 99/595—Collection Development Policy

C.145

TO: BOARD OF SUPERVISORS

FROM: Anne Cain, Acting County Librarian

DATE: November 3, 1999

SUBJECT: Library Policy for Collection Development and Access

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION:
Adopt Resolution 99/595 regarding a County Library Policy for Collection Development and Access.

FINANCIAL IMPACT:
None.

BACKGROUND:
The Board of Supervisors last adopted a Collection Development policy for the library in 1955. The library has undertaken a comprehensive review of its collection development policies and practices and has developed a revised policy that has been reviewed by County Counsel.

CONTINUED ON ATTACHMENT: ☐ YES SIGNATURE: Anne Cain

☒ RECOMMENDATION OF COUNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

☒ APPROVE ☐ OTHER

SIGNATURE(S): Clerk L. Van Smith

ACTION OF BOARD ON November 16, 1999 APPROVED AS RECOMMENDED ☒ OTHER ☐

VOTE OF SUPERVISORS:

XX UNANIMOUS (ABSENT #III)

AYES: NOES:

ABSENT: ABSTAIN:

Contact:

cc: County Library
County Administrator
County Auditor

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF AN ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD OF SUPERVISORS ON THE DATE SHOWN.

ATTESTED November 16, 1999
PHIL BATCHELOR, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR

By Barbara J. Grant, Deputy

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THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on November 16, 1999, by the following vote:

Ayes: SUPERVISORS GIOIA, UILKEMA, DeSAULNIER and CANCIAMILLA
Noes: NONE
Absent: SUPERVISOR GERBER
Abstain: NONE

RESOLUTION NO. 99/595

SUBJECT: **IN THE MATTER OF ADOPTING A POLICY FOR THE DEVELOPMENT OF AND ACCESS TO THE LIBRARY'S COLLECTION.**

Upon recommendation of the Acting County Librarian, this Board adopts the following policy and rescinds all previously adopted policies and rules and regulations (including Resolution No 1208) for the Library's Collection Development and Access. ~~and rescinding Resolution from March 8, 1955, entitled Matter of Declaration of County Library Book Selection Policy~~

BOARD OF SUPERVISORS, Contra Costa County Library

POLICY FOR COLLECTION DEVELOPMENT AND ACCESS

It is the policy of the Contra Costa County Library to meet the informational, educational, recreational, and cultural needs of the community by providing a variety of library resources. Professional judgment and ongoing community analysis guide the selection process.

Selection Responsibility

Legal responsibility for the selection of library resources rests with the County Librarian. *(Education Code, Title I, Part 11, Chapter 6, Section 19146)*

Selection Guidelines

The Library provides resources that appeal to all ages and encompass a variety of formats and subject matter. The Library identifies and responds to changing demographics in order to meet community needs. The Library selects resources based upon principles of open access for all its users to many forms of information that provide diverse points of view and meet the ongoing needs of the people in the community. An item will not be excluded simply because it is frank or controversial.

Selection Criteria

The Library selects resources according to a general set of criteria that applies to all age levels and formats. These criteria include community interest and input, use of the collection, critical merit, relevance to diverse populations, usefulness, currency of information, and appropriateness for intended audience.

Access

Resources are purchased for the library in the most appropriate format for use. The library collects titles in the following formats: books, magazines/newspapers, pamphlets, microfilm, audiocassettes, compact discs, videocassettes and CD-ROMs. As new formats become available, they will be evaluated for the collection. All library users have equal access to all library resources, regardless of format.

Gifts

The Library may accept gifts of either resources or money for the collection within the guidelines set forward in *County Administration Bulletin 117.5.* The Library accepts gifts in accordance with selection criteria and guidelines.

Reconsideration of Library Resources

The Library welcomes expression of opinions about its collection from members of the public. The Library will evaluate and make an effort to respond in writing to any patron request to remove a particular item from the collection or restrict access to a resource. The Library's evaluation will be based upon the tenets and guidelines contained within this Policy.

The County Librarian shall develop a collection development plan and procedures for the implementation of this Policy.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 16, 1999
PHIL BATCHELOR, Clerk of the Board of Supervisors and County Administrator

By Barbara J. Grant, Deputy

a:bos\colidev.doc

PURPOSE OF COLLECTION DEVELOPMENT

1. Collection development is the process of ensuring that the information needs of the community are met in a timely and economic manner using professional judgment and appropriate resources.

2. The purpose of this Collection Development Policy is to provide the community and the library staff with a document that provides justification for the development of library collections.

3. The Policy is based upon firm principles of professional librarianship and intellectual freedom.

4. The Policy is a document that informs its users of the nature and scope of library collections and sets standards for the inclusion or exclusion of resources.

5. The Policy serves as a guide for day-to-day collection development activities and its flexibility allows staff to exercise its professional judgment as it acts in the best interests of the community.

Appendix B:
Federal Government Publications Collection Development Policy

The Contra Costa County Library was designated as the Federal Depository Library for the Tenth Congressional District in October, 1964. As a designated selective federal depository, the Library's mission is to make government publications freely available for the use of the general public and to meet the government information needs of the people who live and work in greater Contra Costa County.

Access to Government Publications

The Contra Costa County Library is a selective repository for federal, state and local documents. The Contra Costa County Library was designated as the Federal Depository Library for the Tenth Congressional District in October, 1964. As a designated selective federal repository, the Contra Costa County Library makes government publications freely available for the use of the general public.

Government documents in Electronic Format are obtained from the library's subscription to Marcive Documents Without Shelves and can be accessed directly from the Library's online public catalog.

A limited number of State and local government publications in tangible format are cataloged and integrated into the Library's regular reference and circulating collections. In addition, The Catalog of U. S. Government Publications makes all depository library selections and online publications available to the public.

Appendix C: Local Author or Self-published Submissions

Welcome Local Authors,

If you are interested in submitting your work, the Library will consider adding materials which are:

- within the general selection criteria guidelines of our Collection Development Plan, **AND**
- handled by a professional publishing and editing firm, **AND**
- reviewed in a library journal, national publication, **AND/OR** professional media, including local news or magazine

If your authored work meets the above criteria, please send the review and press release information with Attn: Collection Development Manager to your local library and/or email **colldev@library.cccounty.us**

Appendix D: Gifts and Donations

Physical Materials

The Library does not accept gifts of materials or subscriptions. Patrons are able to suggest titles for purchase.

Monetary Gifts

1. Gifts from Friends or Foundations

   Annual commitments by Friends of the Library or Foundation groups should be made in writing.

   Before the beginning of each fiscal year, each Friends of the Library or Foundation group should, to the best of their ability, provide the library with an estimate of the amount of money that will be donated during the upcoming fiscal year. Any additional commitments can be made in similar fashion any time throughout the year.

2. Gifts from Other than Friends or Foundation

   Monetary gifts can be made to the library system as a whole or to a specific community library to be spent on resources, equipment, or library programs.

Appendix E: De-selection (Weeding) Guidelines Chart

De-selection guidelines are used to evaluate library materials based on age and circulation. They help identify materials that need to be withdrawn, whether out of date or underutilized. The fact that an item is circulating may indicate demand for information on that subject, not that the specific item is still accurate/useful.

Key to the De-Selection Guidelines Chart

- The guidelines appear in a two-digit format.
- The first digit is the maximum years since publication date (X=any).
- The second digit is the maximum years allowed without circulating (X=any).
- Most items in the chart may be weeded regardless of publication date if they haven't circulated in two years: X/2
- An entry with a specific number of years since publication should not be kept longer: 3/X indicates an item should be withdrawn after 3 years due to time-sensitivity.

Adult/YA Collection

000		X/2
004-006	Computers	3/X
025.04	Internet	3/X
100		X/2
200		X/2
300		X/2
330	Real Estate	3/X
340	Legal Self-help	3/X; current edition only
350	Test Prep	3/X; current edition only
400		X/2
500		X/2
600		X/2
610	Medicine	3/X
636	Veterinary Medicine	3/X
700		X/2
800		X/2
900		
	Travel Guides	3/X
Biography		X/2
Fiction		X/2
Young Adult Fiction		X/2
Local Government/Industrial Documents		5/X (or as indicated above)

Draft versions may be discarded when final versions are received (refer to the introduction to determine if the draft should also be kept). Documents with historical value to the community should be retained. These may include general plans setting out a long-term vision, or reports for projects with a lasting effect on the development of the area (for example, the plans for the former Naval Weapons Station in Concord). Base decisions on what to retain on knowledge of the community.

State/Federal Repository documents		5/X (or as indicated above)

(Please consult with Collection Development before deselecting)

Adult/YA Collection

J000		X/2
J004-006	Computers	3/X
025.04	Internet	3/X
J100		X/2
J200		X/2
J300		X/2
J400		X/2
J500		X/2
J600		X/2
J610	Medicine	3/X
J700		X/2
J800		X/2
J900		X/2
J940-J990	Countries, States	5/X
JBiography		X/2
Fiction		X/2
JPB, JE, Board		X/2
JFiction		X/2

Appendix F: Library Bill of Rights

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961; June 28, 1967; and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Appendix G: Patron Request for Reconsideration Procedure

A patron who has a complaint about library materials should be referred to the Community Library Manager, the appropriate age-level librarian, or the staff member in charge at the time. Community library staff should make every attempt to calmly and courteously resolve the complaint at the local level. It is most important that the patron be listened to and taken seriously. Most of the time, simply hearing the patron out will satisfactorily conclude the matter.

If not satisfied, the patron must be given the opportunity to fill out the Request for Reconsideration of Library Material Form (Form 4.17).

Note: If a patron is simply asking whether the library intends to purchase a particular controversial title, the Community Library Manager should consult with the Collection Development Manager, who may speak directly with the patron.

Once Form 4.17, Request for Reconsideration of Library Material, has been filled out, the following steps will be taken:

1. The staff member who receives the completed Request for Reconsideration of Library Material (Form 4.17) signs and dates it.
2. The Request for Reconsideration of Library Material (Form 4.17) is scanned and emailed to Library Leadership and the Collection Development Manager on the same day it is received. The original form should be sent to the Collection Development Manager in the next shipment. The community library should retain a copy of the submitted form for its files.
3. The County Librarian sends a letter of acknowledgement to the patron within 2 business days of receiving the Request for Reconsideration of Library Material (Form 4.17). The letter of acknowledgment will specify the timeframe for the Library's response.
4. A staff committee will objectively evaluate the specific item under reconsideration to determine if it should remain in the collection. This committee will consist of the Collection Development Manager and two librarians involved in the selection of materials. Within the review period, the review committee will reach a consensus and draft a response to the patron. The response will address each specific point raised in the request.
5. The draft response will be submitted to the County Librarian, who will make a formal response to the patron within the stated timeframe. The community library where the request originated will receive a copy of the response, as will the members of the review committee.

Library Location_____
Staff Name_____
Date received_____

Contra Costa County Library
Request for Reconsideration of Library Material

Contra Costa County Library selects materials with great care, using established professional standards and giving full consideration to the varying educational, recreational, and informational needs of all our patrons, including age of the intended audience. Our selection criteria are described in full in the Collection Development Policy which is available on the Library's website.

- Patrons seeking reconsideration must be Contra Costa County Library cardholders.
- A title will not be removed from the collection while it is being reviewed.
- A title will only be reviewed once within a five-year period, unless the content has undergone major revisions.
- Please return this form directly to a staff member at any service desk, and we will acknowledge receipt within 2 business days.
- The contents of this form once submitted become part of public record, with personally identifying information redacted.

Name:_____ Date:_____

Street Address:_____

City:_____ State:_____ Zip Code:_____

Phone Number:_____ Email Address:_____

Library Card Number: _____

I represent (circle one):

Myself An Organization (Include Name):_____

Type of Material (Circle One):

Book DVD Magazine Newspaper Database/Electronic Other

Author/Producer:_____

Title:_____

(Continued on other side)

Did you read, listen to, or view the entire work? Yes No

Please describe your concerns regarding this material:

What specific pages/sections illustrate your concern?

What would you like the library to do about this item?

Appendix H: Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.
The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

A Joint Statement by:
American Library Association
Association of American Publishers
Subsequently endorsed by:
American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

LIBRARY LEASE

and

SERVICE AGREEMENT

Between

COUNTY OF CONTRA COSTA

and

THE CITY OF PLEASANT HILL

June 7, 2022

LIBRARY LEASE AND SERVICE AGREEMENT

BETWEEN

COUNTY OF CONTRA COSTA AND THE CITY OF PLEASANT HILL

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LIBRARY LEASE
And
SERVICE AGREEMENT

This library lease and service agreement ("**Lease**") is dated June 7, 2022 (the "**Effective Date**"), and is between the City of Pleasant Hill, California, a municipal corporation (the "**City**"), and the County of Contra Costa, a political subdivision of the State of California (the "**County**").

Recitals

A. The City owns that certain property located at 2 Monticello Avenue in Pleasant Hill, California (the "**Property**"). The Property has been improved with a building (the "**Building**"), a parking lot, and landscaping. The Building is used to provide Library Services, as defined below, and is shown on the floor plan to the Building that is attached as Exhibit A – Library Floor Plan (and is the "**Library**" or the "**Premises**").

B. City and County are parties to a lease dated June 18, 2000, (the "**2020 Lease**"), under which the City is leasing to the County a portion of the Pleasant Hill City Hall Property for use as a temporary library. The 2020 Lease will continue in effect until the transition to the new Library is complete, which is expected to occur two (2) months after the effective date of this Lease.

C. Simultaneous with the execution of this Lease, the City and the County are entering into an addendum that sets forth the County's obligation to comply with all applicable federal laws and regulations, including the applicable provisions of Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (2 C.F.R. § 200.327) ("**Addendum**"). The Addendum is part of this Lease.

D. The City and the County agree that the presence of a public library in a community enhances the quality of life in that community. The City and the County therefore desire to work cooperatively to permit the County to operate the Library as a public library. Toward this end, the City desires to lease the Library to the County and the County desires to lease the Library from the City on the terms set forth herein.

The parties therefore agree as follows:

AGREEMENT

1. **DEFINITIONS**. The following terms have the following meanings:

"**Actual Hours**" means the number of hours of Library Services that the County will provide each week in a Fiscal year at the Library and is the sum of Base Hours and Extra Hours.

"**Base Hours**" means the number of hours of Library Services that the County will provide each week in a Fiscal Year to all County-operated libraries. The County is responsible for the cost of providing Library Services during Base Hours.

"**Community Library Manager**" means the person designated as the on-site manager by the Librarian.

"**Components**" means computers, charging stations (e.g., laptop kiosks), mobile devices, printers, scanners, monitors, keyboards, and related equipment and software used in the Library by the public and staff.

"**Data Communication Equipment**" means routers, switches, servers, uninterrupted power supply (UPS) and wireless access points.

"**Data Communication Services**" means broadband and wireless access.

"**Extra Hours**" means the number of hours of Library Services that the City elects to obtain from the County each week at the Library that are in excess of Base Hours. The City is responsible for the cost of Extra Hours.

"**Fiscal Year**" means a twelve-month period beginning July 1.

"**Lease Supplement**" means a supplement to this Lease in substantially the form of Exhibit B – Form of Lease Supplement.

"**Librarian**" means the person designated by the County as the County Librarian.

"**Library Services**" includes lending books and other media to the public, offering programs to the public, and providing collection management and technical services in the course of operating a library. Except as otherwise provided herein, Library Services does not include maintenance of the Building or supervision of any outdoor area accessible from the Library, including the activity yard adjacent to the early literacy area.

"**Specialized Equipment**" means equipment that supports library operations that is not otherwise defined in this Lease, including, but not limited to, book security gates, self-check machines, remote lockers, self-service library access system (e.g., Open+) and any automated material handling equipment used at the Library.

2. **LEASE OF LIBRARY**. The City hereby leases to the County and the County hereby leases from the City, the Library.

3. **CONSIDERATION**. In exchange for the use of the Library, the County shall perform Library Services and related activities at the Library during the Term of this Lease. No rent is due or payable from the County to the City during the Term of this Lease.

4. **TERM**. The "**Initial Term**" of this lease begins on the Effective Date and ends on June 30, 2023.

A. Automatic Renewal. The Lease will automatically renew on a yearly basis unless written notice is given by either party of their intent to terminate the Lease at least one year in advance in accordance with Section 5.B., Termination, below. Each annual renewal period is a "**Renewal Term**." Each Renewal Term will automatically commence on the day following the last day of the prior Term. Upon commencement of a Renewal Term, the "Term" of this Lease will be deemed to mean the Initial Term and each Renewal Term.

B. Termination. Either party may terminate this Lease at any time by giving the other party written notice at least one year prior to the proposed termination date. In the event of termination, the County shall leave the Premises and all City Materials, as defined in Section 11.B below, in good working order, and shall remove only County Materials, as defined in Section 11.A below.

5. **USE**.

A. County's Use of Library. The County may use the Library for the purpose of providing Library Services for the public and related activities.

B. City's Use of Library. The City may use the Library during and outside the Library's normal operating hours, so long as such use does not interfere directly with normal community library functions. The City is entirely responsible for any use of the Library that it schedules and shall hold harmless and indemnify the County, its officers, agents and employees for such use as provided for in Section 13, Indemnification.

Any use of the Library scheduled by the City is subject to the City's guidelines and the City's rules and regulations. The City may not close the Library during its normal operating hours without the prior written consent of the Librarian.

C. County's Use of Parking Lot. City may designate Library staff parking areas. Alternately, Library staff may park within designated library parking areas subject to the same provisions or restrictions that apply to the general public.

6. **MAINTENANCE AND REPAIRS**. The City shall provide the maintenance and repairs described below in order to keep and maintain the Building in good order, condition, and repair. Maintenance and repairs are to be carried out in a manner that is at least consistent with the caliber of maintenance and repairs applied by the City to other City facilities, or as mutually agreed by the City and the County. City responsibilities for maintenance and repair include:

A. Exterior. All exterior building maintenance including but not limited to the roof, landscaping, hardscape, grounds, pest control, lighting and parking.

B. Interior. All interior building maintenance including but not limited to mechanical and electrical systems, including gas, electrical, water, plumbing, elevators, voice and data

communication systems infrastructure, heating, ventilating, air-conditioning (HVAC) systems, pest control, and all interior lighting systems, including the replacement of all fixtures and bulbs.

C. Fixtures and Furnishings. Maintenance and replacement of Building fixtures and furnishings including shelving, lighting, furniture, carpeting, window treatments, and appliances.

D. Custodial Services. City shall notify the Community Library Manager prior to selecting a contractor to provide custodial services. Alternately, City may provide such service using City staff.

7. **CAPITAL IMPROVEMENTS.** If the City and County agree that capital improvements to the Building or the Property are necessary (such improvements, "**Capital Improvements**"), then (i) the City shall provide the Capital Improvements at its sole cost and expense, and (ii) the City shall coordinate the schedule associated with the construction of all Capital Improvements with the Librarian.

8. **ALTERATIONS; FIXTURES; SIGNS**. The County may make any lawful and proper minor alterations to the Library and may attach fixtures and signs in or upon the Property with the City's prior written approval. The County is responsible for the cost of such alterations and attachments. All alterations and attachments must comply with existing code requirements.

9. **OPERATIONS: HOURS; COSTS**.

A. Initial Period. For the Initial Term (i) the number of Base Hours the County will provide, (ii) the number of Extra Hours the City elects to obtain from the County, (iii) the resulting number of Actual Hours, and (iii) the cost to the City of the Extra Hours (such cost, the "**City's Obligation**") are set forth in Lease Supplement No. 1, which supplement is substantially in the form of Exhibit B.

B. Annual Modifications. For each Renewal Term, the Librarian will provide a Lease Supplement to the City in substantially the form of Exhibit B by March 31 of each year. The Lease Supplement will set forth (i) the number of Base Hours the County will provide in the upcoming Fiscal Year, (ii) the number of Extra Hours of Library Services the County anticipates that the City will elect to obtain from the County at the Library in the upcoming Fiscal Year (in the absence of more current information from the City, the County will assume the number of Extra Hours in the upcoming Fiscal Year will be equal to the number of Extra Hours then in effect), (iii) the resulting number of Actual Hours during which Library Services will be conducted at the Library in the upcoming Fiscal Year, and (iv) the cost of the City's Obligation.

C. City Election: Extra Hours. Within 60 days of receiving the Lease Supplement, the City shall notify the Librarian in writing if it intends to modify the number of Extra Hours at the Library in the upcoming Fiscal Year. Such modification may be based on fiscal or other considerations identified by the City.

1. Change in Extra Hours from Prior Fiscal Year. If the County receives a notice modifying the number of Extra Hours desired in the upcoming Fiscal Year within the time allotted,

the parties shall use good faith efforts to finalize a revised Lease Supplement for the upcoming Fiscal Year before the July 1 start of that Fiscal Year. If the City fails to make a final determination regarding the number of Extra Hours before the start of the upcoming Fiscal Year, the Lease Supplement issued by the Librarian for the upcoming Fiscal Year will be effective until the City makes its final determination and a revised Lease Supplement for that Fiscal Year is executed. The final, revised, Lease Supplement will be effective upon its execution by the County and the City.

2. No Change in Extra Hours from Prior Fiscal Year. If the County does not receive a notice modifying the number of Extra Hours desired in the upcoming Fiscal Year within the time allotted, the County and the City shall each execute the original Lease Supplement issued by the Librarian for the upcoming Fiscal Year, which Lease Supplement will become effective on July 1 of the Fiscal Year to which it applies.

D. Invoices; Payment. The County will invoice the City quarterly for the cost of Extra Hours incurred in the prior quarter. The City shall pay the County the amount due to the County within thirty (30) days of receipt of the invoice. In no event is the City obligated to pay an amount greater than the amount identified as the City's Obligation in the Lease Supplement in effect for that Fiscal Year.

10. **OPERATIONS: COST OF UTILITIES**. The City shall pay for all utilities provided to the Premises, including gas, electricity, voice communication services, water, sewer, fire alarm, intrusion alarm, garbage, and recycling.

11. **OPERATIONS: TECHNOLOGY AND EQUIPMENT; COSTS**. The County and the City shall share responsibility for providing and maintaining technological equipment and services as follows:

A. Components. The County shall provide technology support at the Library, including determining the quantity, type, configuration, and location of all Components used in the Library. The County shall acquire Components for use in the Library and maintain them in good working order. The County is responsible for the cost of obtaining and maintaining Components in the Library.

B. Voice Communication System. The City, at its expense, shall acquire and provide voice communication equipment and on-going voice services to the Library.

C. Data Communication System. The County shall acquire and configure the Data Communication Equipment and select Data Communication Services for the Library to create the Library's data communication system. The City is responsible for the actual cost of obtaining and maintaining the Data Communication Equipment. To ensure the City is able to properly budget for the cost of the Data Communication Equipment, prior to placing an order for Data Communication Equipment, (i) the County will provide a written estimate of the cost of the Data Communication Equipment to the City, and (ii) must receive the City's written consent to the acquisition. At the parties' discretion, such writings may be in the form of emails. The City

acknowledges that it is responsible for the actual cost of the Data Communication Equipment, even if it varies from the estimate through no fault of the County's.

1. Connection. The County will connect the Library's data communication system to the County Library wireless network. It is expressly understood and agreed that such wireless network is for the exclusive use of the County in providing Library Services. The City shall provide CAT5 or better Ethernet cabling throughout the Library and replace or upgrade as needed.

2. Monthly Cost. The County is responsible for the cost of the monthly usage fee for Data Communication Services.

D. Miscellaneous Equipment.

1. Specialized Equipment. The County shall acquire any Specialized Equipment used in the Library. The City is responsible for the actual cost of obtaining and maintaining any Specialized Equipment. To ensure the City is able to properly budget for the cost of any Specialized Equipment, prior to placing an order for Specialized Equipment, (i) the County will provide a written estimate of the cost of the Specialized Equipment to the City, and (ii) must receive the City's written consent to the acquisition. At the parties' discretion, such writings may be in the form of emails. The City acknowledges that it is responsible for the actual cost of the Specialized Equipment, even if it varies from the estimate through no fault of the County's.

2. Copiers. The County shall provide, at its sole cost and expense, one or more copy machines for use by library staff at the Library. The County may provide, at its sole cost and expense, one or more copy machines for use by the public at the Library. The County shall also obtain, at its sole cost and expense, a maintenance contract for each such copy machine. Any revenue collected for the use of copy machines will be retained by the County.

3. Audio Visual Equipment. Should the City elect to procure any audio-visual equipment for use, either by the City or County, at the Library, the City shall provide such equipment, at its sole cost and expense. The City shall also maintain, at its sole cost and expense, any audio-visual equipment it procures. All such audio-visual equipment will be City Materials, as defined in Section 13(B) of this Lease.

E. Obsolescence Avoidance. The City and County are both responsible and shall work together in good faith to ensure that all equipment and technology services at the Library, including the voice communication system, the data communication System, Data Communication Services, and Specialized Equipment, and excluding copiers and Components, are adequate for the Library's needs and that costs that are the responsibility of the City are within the City's fiscal parameters and approved by the City in advance.

12. OWNERSHIP OF CONTENTS.

A. County. All books, furnishings, fixtures, equipment, and materials purchased by the County, or foundations or private or public fundraising efforts on behalf of the County, are owned

by the County. Together, these books, materials, furnishings, fixtures, and equipment are the "**County Materials.**"

B. City. All books, furnishings, fixtures, equipment and materials purchased by the City, or foundations or private or public fundraising efforts on behalf of the City, are owned by the City. Together, these books, materials, furnishings, fixtures, and equipment are the "**City Materials.**" City Materials will be identified in the County's Integrated Library System.

C. Replacement of FF&E. From time to time, City and County will jointly determine if City-owned furnishings, fixtures and equipment need repair or replacement, or, if applicable, a schedule for replacing City-owned furnishings, fixtures and equipment. The City shall carry out, and bear the cost of, such repair or replacement as soon as is practically and fiscally possible.

D. Public Art. The City is responsible for the selection, cost, maintenance, installation, and removal of, and any liability for, all interior and exterior public art displayed at the Library.

13. INSURANCE

A. Liability Insurance

1. County. Throughout the Term, the County shall maintain in full force and effect, at its sole expense, either (i) comprehensive general liability insurance in commercially reasonable amounts, but in no event in an amount less than $3,000,000 per occurrence, protecting and insuring against claims for bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property, or (ii) a general self-insurance program covering bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property. Any policy of insurance obtained by the County must (i) name the City, its officers, agents, and employees, as additional insureds, (ii) be endorsed to provide that the insurance is primary to and non-contributory to insurance carried by the City with respect to liability imposed on the County under this agreement, and (iii) contain a severability of interest clause.

2. City. Throughout the Term, the City shall maintain in full force and effect, at its sole expense, either (i) comprehensive general liability insurance in commercially reasonable amounts, but in no event in an amount less than $3,000,000 per occurrence, protecting and insuring against claims for bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property, or (ii) a general self-insurance program covering bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property. Any policy of insurance obtained by the City must (i) name the County, its officers, agents, and employees, as additional insureds thereunder, (ii) be endorsed to provide that the insurance is primary to and non-contributory to insurance carried by the County with respect to liability imposed on the City under this agreement, and (iii) contain a severability of interest clause.

B. Property Insurance.

1. County. Throughout the Term, the County shall maintain in full force and effect, at its sole expense, fire insurance and a standard "all risk" policy covering the County-owned

property within the Library, and any other personal property owned by the County located at the Property. Such coverage must (i) contain a waiver of subrogation endorsement in favor of the City, and (ii) cover loss or damage to the County-owned property in the amount of the full replacement value. Covered perils are to include fire, all risk, vandalism, malicious mischief, and sprinkler leakage.

2. City. Throughout the Term, the City shall maintain in full force and effect, at its sole expense, fire insurance and a standard "all risk" policy covering all structures and improvements at the Property and any personal property owned by the City located at the Property. Such coverage must contain a waiver of subrogation endorsement in favor of the County. Covered perils are to include fire, all risk, vandalism, malicious mischief and sprinkler leakage.

C. Workers Compensation and Employers Liability. Both parties shall maintain in full force and effect Workers Compensation Insurance or self-insurance, and Employers Liability Insurance or self-insurance with limits that conform to legal requirements.

14. **INDEMNIFICATION**

A. By County. County shall indemnify, defend and hold the City harmless from the County's share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys' fees, caused by the willful misconduct or the negligent acts, errors, or omissions of the County, its officers, agents or employees in using the Property pursuant to this Lease, except to the extent caused or contributed to by (i) the structural, mechanical, or other failure of buildings owned or maintained by the City, (ii) the design of the Library, (iii) City-owned fixtures in the Library, and/or (iv) the negligent acts, errors, or omissions of the City, its officers, agents or employees.

B. By City. The City shall indemnify, defend and hold the County harmless from City's share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys' fees, caused by the willful misconduct or the negligent acts, errors or omissions of the City, its officers, agents or employees with respect to the Property, or the City's performance under this Lease, the City's use of the Property, the structural, mechanical or other failure of buildings owned or maintained by the City, the design of the Library, or City-owned fixtures in the Library, except to the extent caused or contributed to by the negligent acts, errors, or omissions of the County, its officers, agents, or employees. The City is responsible for all claims that result from the design of the Library and from City-owned fixtures in the Library, except for any claims resulting from a change in the design of the Library that is requested by the County and approved by the Board of Supervisors after the date of this Lease.

15. **HAZARDOUS MATERIAL**. The City warrants to the County that the City does not have any knowledge of the presence of Hazardous Material (as defined below) or contamination of the Building or Property in violation of environmental laws. The City shall defend, save, protect and hold the County harmless from any loss arising out of the presence of any Hazardous Material on the Property that was not brought to the Property by or at the request of the County, its agents, contractors, invitees or employees. The City acknowledges and agrees that the County has no

obligation to clean up or remediate, or contribute to the cost of clean-up or remediation, of any Hazardous Material unless such Hazardous Material is released, discharged or spilled on or about the Property by the County or by any of County's agents, employees, contractors, invitees or other representatives. The obligations of this Section shall survive the expiration or earlier termination of this Lease.

"Hazardous Material" means any substance, material or waste, including lead based paint, asbestos and petroleum (including crude oil or any fraction thereof), that is or becomes designated as a hazardous substance, hazardous waste, hazardous material, toxic substance, or toxic material under any federal, state or local law, regulation, or ordinance.

16. **DEFAULT**. The occurrence of any of the following events is a default **("Default")** under this Lease:

A. By County. If the County fails to operate the Library as a public library and such failure continues for thirty (30) days after receipt of a written notice of failure from the City to the Librarian with a copy to the County Administrator; provided, however, that the County will have additional time, up to an additional one hundred twenty (120) days, if its failure is due to circumstances beyond its reasonable control, including, without limitation, failure of the County's Board of Supervisors to adopt a budget, work stoppages, and acts of God.

B. By City. The City's failure to perform any of its obligations under this Lease if such failure is not remedied within thirty (30) days after receipt of a written notice of failure from the County to the City specifying the nature of the breach in reasonably sufficient detail; provided, however, if such breach cannot reasonably be remedied within such thirty (30) day period, then a Default will not be deemed to occur until the occurrence of the City's failure to perform within the period of time that may be reasonably required to remedy the breach, up to an aggregate of one hundred twenty (120) days, provided the City commences curing such breach within thirty (30) days after receipt of the notice of the breach and thereafter diligently proceeds to cure such breach.

17. **REMEDIES**

A. By County. Upon the occurrence of a Default by the City, the County may (i) terminate this Lease and quit the Premises, or (ii) suspend operation of Library Services until the default is cured.

B. By City. Upon the occurrence of a Default by the County, the City may, after giving the County written notice of the Default, and in accordance with due process of law, reenter and repossess the Premises and remove all persons and property from the Premises.

18. **MISCELLANEOUS**.

A. Use of Volunteers. Volunteers are vital and welcome in enhancing the level of service offered in providing Library Services. The City's Volunteer Coordinator shall work with the County's library volunteer coordinator to recruit and schedule volunteers to assist with community

library operation. Volunteers will be utilized to perform services as mutually agreed upon by the County and the City.

B. Assignment and Sublease. The County does not have the right to assign this Lease or sublease the Premises or any part thereof at any time during the Term.

C. Quiet Enjoyment. Provided the County is following the material terms of this Lease, the City shall warrant and defend the County in its quiet enjoyment and possession of the Premises during the Term.

D. Waste. The County shall not commit, or suffer to be committed, any waste upon the Premises.

E. Surrender of Premises. On the last day of the Term, or earlier termination of this Lease, the County shall peaceably and quietly leave and surrender the Library to the City, in good condition, ordinary wear and tear, and damage by casualty, condemnation, acts of God, and the City's failure to make repairs required of the City excepted. Upon termination of this Lease, the County shall remove the County Materials from the Premises within one hundred eighty (180) days, unless otherwise agreed to in writing by the City.

F. Holding Over. Any holding over after the Term of this Lease is a tenancy from month to month and is subject to the terms of this Lease.

G. Notices. Any notice required or permitted under this Lease must be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To City:	City Manager City of Pleasant Hill 100 Gregory Lane Pleasant Hill, CA 94523 Phone: (925) 671-5240
To County:	County Librarian Contra Costa County 777 Arnold Drive, Suite 210, Martinez, CA 94553 Phone: (925) 608-7700
With a copy to:	Principal Real Property Agent Contra Costa County Public Works Department 40 Muir Road Martinez, CA 94553 Phone: (925) 313-2000

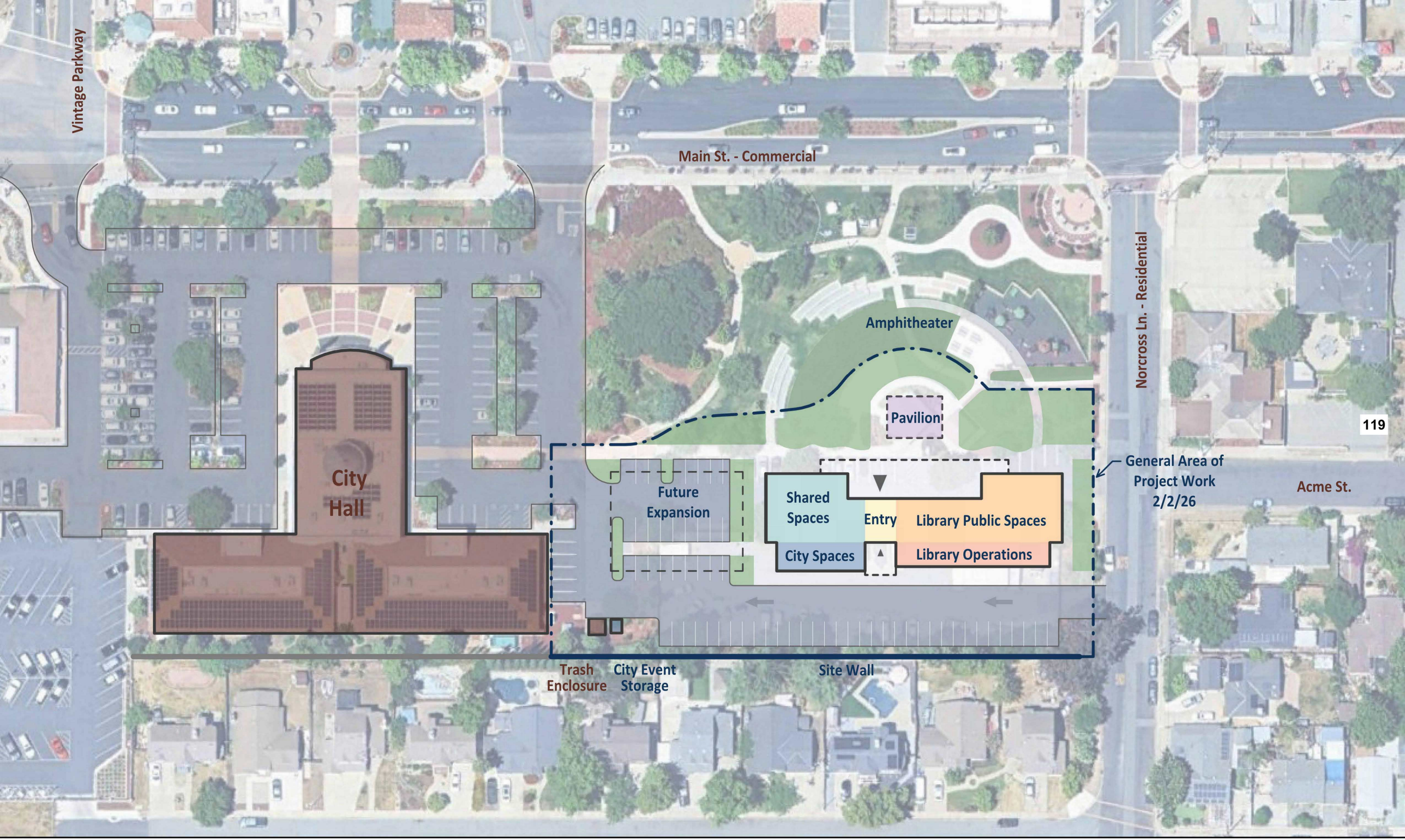
Either party may at any time designate in writing a substitute address for that set forth above, and thereafter notices are to be directed to such substituted address. If sent in accordance with this Section, all written notices will be deemed effective (i) the next business day, if sent by overnight courier, and (ii) three days after being deposited in the United States Postal system, if sent by registered or certified mail.

H. Time is of the Essence. Time is of the essence in fulfilling all terms and conditions of this Lease.

I. Governing Law. The laws of the State of California govern all matters arising out of this Lease.

J. Severability. In the event that any provision herein contained is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions of this Lease will not in any way be affected or impaired.

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SIEGEL & STRAIN Architects

Oakley Library & Community Center
Concept Design - 2/2/26

Concept Site Plan
Scale: 1" = 60'

0 30 60 120 ft.

N

1 331

Existing Trees

Proposed Trees

Main St. - Commercial

Amphitheater

Norcross Ln. - Residential

City Hall

Acme St.

120

SIEGEL & STRAIN Architects

Oakley Library & Community Center
Concept Design - 2/2/26

Concept Landscape Plan
Scale: 1" = 60'

0 30 60 120 ft.

N

October 2026 New In-Town Business Licenses

Business Name	Business Email Address	Business Address	Business License Type
Cuevas Home Service			Home business Permit and Business License
Charmed & Co	monica.v.parenti@gmail.com		Home business Permit and Business License
Catering Sales HQ	growth@cateringsaleshq.com		Home business Permit and Business License
Ori Tech Group LLC	ronald@oritechgroup.com		Home business Permit and Business License
SS Logistics	isel.sanchez2@gmail.com		Home business Permit and Business License
Joelly Machuca-Diaz	thepoisedhour@gmail.com		Home business Permit and Business License
Total Clean Services LLC	totalcleanservices2026@gmail.com		Home business Permit and Business License
Bay Area Power Wash Pros LLC	office@bayareapowerwashprosllc.com		Home business Permit and Business License
EventsByToun	eventsbytoun@gmail.com		Home business Permit and Business License
Golden Star Roofing Inc.	saulv@goldenstarroof.com		Home business Permit and Business License
AxialProgress, LLC	admin@axialprogress.com		Home business Permit and Business License
Kriya Holdings LLC	oakleyca@woofgangbakery.com	990 Laurel Road Ste A, Oakley, CA 94561	Business License
Gilt & Etch	susancooke11.11@gmail.com	5685 Main St, Oakley, CA 94561	Business License
Manteca California Fitness LLC	calfitness06@hotmail.com	2555 Main St, Oakley, CA 94561	Business License
The Pokémon Company International Inc.	c_Pokemon@Avalara.com	2545 Main St, Oakley, CA 94561	Business License
Guitarlina School Of Music	info@guitarlinamusic.com	85 Carol Ln, Oakley, CA 94561	Business License
Las Margaritas Taqueria	yesenia.taxrep@gmail.com	3400 Main St, Oakley, CA 94561	Business License

OAKLEY
CALIFORNIA

DATE: November 10, 2026

Approved and Forwarded to the City Council

TO: Joshua McMurray, City Manager

FROM: Ken Strelo, Community Development Director

SUBJECT: Work Session: Residential Light Trespass and Enforcement Feasibility

Summary

This is a City-initiated work session to discuss the topic of residential light trespass and enforcement feasibility. Residential light trespass is considered light generated from a residential use that is potentially considered to cause an impact on an adjacent residential use. Enforcement feasibility is how practical, cost-effective, and achievable it is for the City of Oakley Code Enforcement Division to actually monitor, measure, and regulate those potential residential light trespass occurrences. In addition to these two topics, this Staff report also includes a section on the differences between a private and public nuisance and potential remedies for each as well as an analysis section.

Background

RESIDENTIAL LIGHT TRESPASS

Residential light trespass occurs when unshielded or poorly aimed artificial lighting from a private property projects beyond its boundaries, infiltrating adjacent residential windows and yards. This issue typically stems from misdirected security floodlights, unshielded porch or exterior lights, or bright landscaping features. These lighting conflicts can impact nearby privacy and sleep patterns, ultimately resulting in localized property disputes between private individuals. The impact varies significantly based on the proximity of homes, the orientation of windows, and individual sensitivities to nighttime illumination. Consequently, the resulting issue is normally interpreted as a private nuisance, where the visual intrusion affects the quiet enjoyment of surrounding properties.

CITY OF OAKLEY MUNICIPAL CODE

The City of Oakley Municipal Code ("OMC") does not include an ordinance that directly addresses residential light trespass or another similarly named topic. It does include an ordinance that addresses trespassing on private property (OMC Chapter 4.5); however, this chapter is specific to physical trespassing by persons. The OMC also includes an article for nuisances (OMC Article 1.6.1 Nuisances Generally) which provides policy on how to receive and process nuisance complaints. This article is reserved for violations of the OMC, specific conditions of approval of a project, or a permit or license granted by the City. Since residential light trespass does not fall

under any of these categories and is typically generated from a private party and not a development project or permit/license holder, this article would not be used to address complaints of residential light trespass.

CODE ENFORCEMENT FEASIBILITY

Establishing a regulatory framework for residential light trespass would require operational, budgetary, and logistical solutions due to several key components related to the type of issue at hand. Since residential light trespass is often a private nuisance, regulating the topic based on personal subjectivity could lead to inconsistent enforcement from case to case; therefore, objective standards would need to be adopted to give Code Enforcement Staff clear direction on how to enforce the ordinance. The resources needed to enforce those standards would vary depending on the type of standard selected, as described below:

- Illuminance Meters for Boundary Limits: If the ordinance establishes a maximum numeric limit for light spillover at the property line, inspectors will require calibrated illuminance meters (light meters). Rationale: Handheld meters are legally required to convert subjective neighbor disputes into objective, repeatable data that can withstand legal challenges in administrative hearings.

- Luminance Meters for Source Glare: If the regulation targets the glare from the bulb itself rather than the ground coverage, staff must utilize specialized luminance meters (nit meters). Rationale: This equipment isolates the brightness of the light source from a distance, allowing inspectors to prove a fixture is excessively intense even if they cannot physically access the offending property.

- Hardware Certification Guides for Shielding Standards: If the policy mandates that all fixtures be "fully shielded," Code Enforcement will require comprehensive field reference manuals and architectural graphics. Rationale: Inspectors need standardized visual criteria to evaluate hardware compliance during daytime hours, reducing the need for costly nighttime inspections. Of the four approaches, this one is generally the most manageable for existing Staff because compliance can be checked during regular business hours.

- Nighttime Operational Protocols: If the ordinance requires on-site verification of the nuisance, the City must establish an after-hours code enforcement shift or overtime structure for a considerable portion of the year. Rationale: Because light trespass cannot be observed or measured during standard 7-5 or 8-6 business hours (depending on the time of year), enforcement under this approach would require dedicated nighttime staffing resources.

Private Nuisance vs. Public Nuisance

DESCRIPTIONS

A private nuisance typically interferes with a specific person's use and enjoyment of their private property. It does not have to be confined to a solitary person or household. A private nuisance can also apply to a small group of adjacent or nearby households. There are cases where a private nuisance can effectively be enforced, such as barking dogs as enforced by the Contra Costa Animal Services. They require the complaint to be observed for at least 30 consecutive minutes within a 24-hour period (incessant barking) or there be off and on barking for a period of 60 minutes within a 24-hour period (intermittent barking). In both cases, they have objective criteria from which to operate. Under the current OMC, the City of Oakley does not typically enforce private nuisances.

A public nuisance typically interferes with the general public's health, safety, or general welfare. Examples of potential public nuisances that are addressed by City Code Enforcement include weeds and refuse visible from the public right of way, inoperable vehicles accessible from the public right of way, dilapidated buildings, and other direct violations of the OMC. The City of Oakley typically enforces public nuisances.

REMEDIES

For a private nuisance not directly addressed in the OMC, the path to remedy the nuisance would likely start with the following first steps (excluding filing a complaint with the City):

- Direct neighbor-to-neighbor communication. This first step is self-explanatory but not always initiated or successful if initiated. If there is an ongoing dispute or ill-intentions from a neighbor, or even just a disagreement on whether a nuisance is occurring, this first step may fail. Also, some people may be averse to potential conflict and not approach their neighbor. While this first step is often the one to result in the best overall outcome when both parties approach the situation in a reasonable manner, especially when resolved, it can potentially increase the conflict depending on the personality types involved and the type of communication used between them.

- Community mediation services. While the City of Oakley has no such official service, Code Enforcement does often serve in this role, although without a violation, that potential is less likely. There may be third-party services available to the general public.

If the above first steps fail, the most likely next step would be through the filing of a civil lawsuit under common state law. This is possible even if Oakley does not have

any ordinance to address the complaint at hand. Courts may recognize a "common law nuisance" if an action unreasonably interferes with the use and enjoyment of land. The plaintiff would have to prove land ownership, substantial harm, and unreasonable conduct. The outcome of the lawsuit could result in civil remedies awarded by a court. A civil judge can issue the following two remedies:

- Injunction or abatement order. This would be a legally binding court order forcing the neighbor to stop the behavior or modify the property depending on the direction of the judge. This could result in removing lights, re-angling them, or turning off motion sensors. Violating an injunction could result in severe penalties such as contempt of court.

- Compensatory damages. This could be a financial compensation awarded to the plaintiff for the loss of enjoyment of their property.

Residents may also turn to their homeowner's association ("HOA") or even the covenants, codes, and restrictions ("CC&Rs") that may be recorded on their and their neighbor's properties if either document addresses the issue. The HOA violation would be overseen through the association and the CC&Rs violation through a civil court. The City of Oakley does not regulate either set of policies for a property.

Analysis

Residential light nuisances are a known issue that result in a private nuisance rather than public nuisance in almost all situations since they result in isolated cases of one property owner's lighting unreasonably interfering with another property owner's quiet enjoyment. Because the impact is generally isolated to one or a handful of neighbors, it does not typically affect the broader public health or safety. At the same time, these situations can meaningfully affect a resident's sleep, privacy, and enjoyment of their home, and not every resident has the means or the willingness to take a neighbor to civil court. The key policy question for the City Council is whether the City should have a role in these situations, and if so, what level of involvement is appropriate given the remedies already available through state common law, HOAs, and CC&Rs.

While other small- and medium-sized cities may have similar ordinances in place, they are required to shift resources to nighttime enforcement. Enacting a residential light trespass ordinance could create an enforcement feasibility deficit, which could strain other code enforcement-related services. Doing so in Oakley could impact regular hourly employee work schedules and possibly result in significant overtime costs to resolve a private matter between neighbors. Depending on the time of year, this may require Staff that typically works daytime shifts to be available hours after their regular shift ends, even as late as 9-10 PM during the late spring and early summer hours when daylight is at its longest duration. There is also the additional costs,

maintenance, and training required to use the tools necessary to measure such impacts that should be considered should the City enact an ordinance to enforce this issue.

The level of resources needed would depend largely on how an ordinance is structured. A measurement-based ordinance (light levels at the property line or glare from the light source) would carry the highest enforcement costs because it relies on specialized equipment and nighttime inspections. A fixture-based ordinance (for example, requiring exterior lights to be shielded and aimed downward) could largely be verified during the day and would be more manageable for existing Staff; however, without visibly seeing how the light is directed, daytime inspections may not be accurate. The City could also apply exterior lighting standards to new homes and additions through the building permit process, which would help prevent future conflicts without adding new enforcement duties. In most cases; however, the lights on new homes are not the culprit, and instead it is security lights purchased and installed after the original home is constructed. Alternatively, the City could continue to rely on education and the existing private remedies described above, which would avoid new costs but would not give residents a City-based option. Staff is prepared to move forward with whichever approach the City Council prefers.

Consistency with the Oakley Strategic Plan 27+

This work session addresses both the Community Health and Safety Goal and the Finance and Fiscal Responsibility Goal.

Fiscal Impact

No fiscal impact is associated with the preparation of this staff report. However, costs following adoption of a residential light nuisance could result in additional staff overtime, technical office supplies such as equipment to take light readings, and the training and potential certification required to use those supplies. Those costs are unknown at this time.

Staff Recommendation

Staff recommends that the City Council receive the Staff Report and provide a consensus-majority direction back to Staff. Potential direction back to Staff may include the following:

- Directing Staff to proceed with an ordinance to address residential light nuisances. If this direction is chosen, Staff recommends a deeper study of the ongoing financial impacts and availability of Staff for after-hours inspections.

- A phased approach, such as starting with educational resources (Staff would also make these resources available on the website and any other City communication outlets such as social media pages, and newsletters) and returning to the City Council after a set period with complaint data (for example, one year of data) to determine whether an ordinance is warranted.

- Forgoing any such ordinance and not returning back with additional data, but still providing educational resources to owners that report a case of residential light nuisance and providing that information to the general public as indicated in the option above.

- Any other direction decided by the City Council.

Attachments

1. None.