



## 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 08, 2022

6:30 PM

Oakley City Council Chambers located at 3231 Main Street, Oakley, California 94561

**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-3231 Main Street, outside the gym at Delta Vista Middle School-4901 Frank Hengel Way and outside the Library at Freedom High School-1050 Neroly Road. Agendas are also posted on the City's Internet Website [www.ci.oakley.ca.us](http://www.ci.oakley.ca.us).

A complete packet of information containing staff reports and exhibits related to each item is available for public review prior to an Oakley City Council and/or City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority meeting at Oakley City Hall, 3231 Main Street, Oakley, CA 94561. Any writings or documents provided to a majority of the Oakley City Council, Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency or Oakley Public Financing Authority regarding any item on this agenda will be made available for public inspection, during regular business hours, at the front counter in the Main Lobby of the Oakley City Hall located at 3231 Main Street, Oakley, CA 94561. Agendas may be picked up at the Oakley City Hall located at 3231 Main Street, Oakley, CA 94561 for no charge. To request information regarding placement on the City's agenda e-mail distribution list, please contact us at (925) 625-7000.

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**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.**

### **Information Regarding Public Comment**

Members of the public may address the Council on items of interest that are within the City's jurisdiction. In compliance with State law, the council may not take action or have discussion on any item that is not specifically 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 items. In compliance with State law, the Council may not take action on an item that is not specifically listed on the agenda. If you would like to speak on any agenda item, please fill out a public speaker card available in the lobby and submit it to the City Clerk seated in the Council Chamber **prior to the agenda item being called**. The Mayor will call you by name to the podium to hear your comment. PUBLIC COMMENTS ARE LIMITED TO THREE (3) MINUTES. Online public comments are accepted until 5 p.m. the day of the meeting and can be submitted at <https://www.ci.oakley.ca.us/online-public-comment-card/>.

## **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 of the Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority**
- 1.2 Pledge of Allegiance to the Flag (Olamide, Aderonmu, 5th Grade Student from Summer Lake Elementary School)**
- 1.3 Certificate honoring Congressman Jerry McNerney**  
[Certificate](#)
- 1.4 Presentation of Proclamations 1. Law Enforcement Records and Support Personnel Appreciation Day (Paul Beard and PD Staff)**  
[Proclamation](#)
- 1.5 Restore the Delta Update (Roger Mammon)**

## **2.PUBLIC COMMENTS**

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

non-agendized items. PUBLIC COMMENTS ARE LIMITED TO THREE (3) MINUTES. In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda.

### **3.CONSENT CALENDAR**

- 3.1 Approve Minutes from the Regular Joint City Council/City Council Acting as the Successor Agency to the Redevelopment Agency and Special Public Financing Authority Meeting Held October 25, 2022 (Libby Vreonis, City Clerk)**

[Minutes 10-25-22](#)

- 3.2 City of Oakley Quarterly Investment Report (1st Quarter FY 2022/23) (Tim Przybyla, Finance Director)**

[Staff Report](#)

1. [City of Oakley Investment Report for the quarter ended September 30, 2022.](#)
2. [PFM Quarterly Performance Review](#)

- 3.3 City of Oakley as Successor Agency to the Oakley Redevelopment Agency Quarterly Investment Report (1st Quarter FY 2022/23) (Tim Przybyla, Finance Director)**

[Staff Report](#)

1. [City of Oakley as Successor Agency to the Redevelopment Agency Investment Report for the quarter ended September 30, 2022.](#)

- 3.4 Award of Construction Contract to R&R Pacific Construction, Inc. for the construction of the Downtown Gateway Plaza Roadway and Infrastructure Improvement Project-CIP 205 (Kevin Rohani, P.E., Public Works Director/City Engineer)**

[Staff Report](#)

1. [Resolution](#)
2. [Bid Summary](#)

- 3.5 Agreement with Callander Associates for Landscape Architectural and Master Planning Services for the Oakley Community Regional Park Project - Capital Improvement Project Number 176 (Kevin Rohani, P.E., Public Works Director/City Engineer)**

[Staff Report](#)

1. [Resolution](#)

## [2. Callander Associates Proposal](#)

- 3.6 Award of Construction Contract to Mercoza for the construction of the Fiscal Year 2022/23 Curb, Gutter, & Sidewalk Repair & Replacement Project – Capital Improvement Project Number 275 (Kevin Rohani, P.E., Public Works Director/City Engineer)**

### [Staff Report](#)

- [1. Resolution](#)
- [2. Bid Summary](#)

- 3.7 Authorize the City Manager to execute an amendment to the Consulting Services Agreement with BKF Engineers, Inc. to provide Construction Support Services for the Downtown Gateway Plaza and Infrastructure Improvement Project - Capital Improvement Project Number 205 (Kevin Rohani, P.E., Public Works Director/City Engineer)**

### [Staff Report](#)

- [1. Resolution](#)
- [2. BKF Construction Support Services Proposal](#)

- 3.8 Approval of Contract Amendment Number 1 with Park Engineering, Inc. for On-Call Services Related to Construction Management and Inspection Services for Fiscal Year 2022/23 (Kevin Rohani, P.E., Public Works Director/City Engineer)**

### [Staff Report](#)

- [1. Resolution](#)
- [2. Park Engineering Inc. Amendment Agreement No. 1](#)

## 4. PUBLIC HEARINGS

## 5. REGULAR CALENDAR

- 5.1 Strategic Plan SP 27+ Update (Joshua McMurray, City Manager)**

### [Staff Report](#)

- [1. Strategic Plan Update Spreadsheet](#)

- 5.2 URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY IMPOSING A MORATORIUM ON THE PERMITTING OF DRIVE-THROUGH RESTAURANTS, CARWASHES, GAS STATIONS, AND SELF-STORAGE FACILITIES WITHIN CITY LIMITS TO ALLOW FOR EVALUATION OF THEIR LAND USE AND ENVIRONMENTAL IMPACTS AND THE ENACTMENT OF FURTHER AND APPROPRIATE REGULATIONS CONCERNING THE SAME**

**(Derek P. Cole, City Attorney)**

[Staff Report](#)

[1. Proposed Moratorium Ordinance Concerning Special Land Uses](#)

## **6.REPORTS**

### **6.1 CITY MANAGER**

**(a) City Manager**

### **6.2 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**

## **7.WORK SESSIONS**

### **7.1 Process for Review of City Manager Compensation (Derek P. Cole, City Attorney)**

[Staff Report](#)

[1. City Council Resolution 115-08](#)

## **8.CLOSED SESSION**

## **9.ADJOURN**

# *Certificate of Appreciation*

*Presented to:*

Congressman  
Jerry Mc Nerney

*In appreciation for your outstanding Public Service, dedicated effort, and continuous support to the Oakley Community.*

*Presented this 8<sup>th</sup> day of November 2022*

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*Randy Pope, Mayor*

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*Aaron Meadows, Vice Mayor*

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*Sue Higgins, Councilmember*

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*George Fuller, Councilmember*

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*Anissa Williams, Councilmember*



## Law Enforcement Records and Support Personnel Appreciation Day November 8, 2022

WHEREAS, the City Council of the City of Oakley appreciates the valuable contributions of our employees to the community; and

WHEREAS, the City Council wishes to specifically recognize and commend Police Records Assistants and Police Service Assistants for their outstanding dedication, hard work, and team effort in their roles as police support personnel; and

WHEREAS, the Oakley Police Support professionals consistently demonstrate exemplary service to community members, as well as other local, state and country-wide law enforcement agencies; and

WHEREAS, also demonstrated is excellent attention to detail with quality control, inventory, disposition of evidence and effective communication with the court community that is crucial to the successful completion of criminal cases; and

WHEREAS, dedication to the accuracy and efficient processing of police reports, property and evidence, and miscellaneous field services tasks which provide staff with assistance in the areas of data entry, filing, and report releases, along with positive and energetic attitudes make for a productive and pleasant workplace, as well as serving as a force multiplier for the Oakley Police Department.

NOW, THEREFORE, BE IT PROCLAIMED that I, Randy Pope, on behalf of the Oakley City Council, do hereby proclaim November 8, 2022 as LAW ENFORCEMENT RECORDS AND SUPPORT PERSONNEL DAY in the City of Oakley, and extend our gratitude to the Oakley Police Department Records staff and support personnel for their dedicated service to our community, their diligence, and their commitment to keeping our City and citizens safe.

November 8, 2022

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Randy Pope, Mayor

# **MINUTES OF THE REGULAR JOINT MEETING OF THE 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**

## **1.OPENING MATTERS**

### **1.1 Call to Order and Roll Call of the 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**

Mayor Randy Pope called the meeting to order at 6:30 p.m. in the Oakley City Council Chambers located at 3231 Main Street, Oakley, California. Vice Mayor Aaron Meadows and Councilmembers Anissa Williams, George Fuller and Sue Higgins were also in attendance.

### **1.2 Pledge of Allegiance to the Flag (Allison DelPrado, Ironhouse Elementary School Student)**

Ironhouse Elementary School Student Allison DelPrado led the Pledge of Allegiance to the Flag.

### **1.3 Presentation of Proclamations 1. John Muir Community Health Fund Day (Lillian Roselin & Ken Carlson)**

Mayor Pope presented the proclamation. Ken Carlson thanked the Council and shared information regarding programs in East County that John Muir Community Health supports.

## **2.PUBLIC COMMENTS**

Lynnda Mori submitted a public comment card regarding low-income housing.

Bruce Ohlson spoke regarding bicyclist and pedestrian safety in relation to the Costco being built in Brentwood and urged the Council to consider requesting the City of Brentwood to have Costco to pay for infrastructure improvements connecting access from Oakley to Brentwood on Empire Avenue.

## **3.CONSENT CALENDAR**

### **3.1 Approve Minutes from the Regular Joint City Council/City Council Acting as the Successor Agency to the Redevelopment Agency/Public Financing Authority Meeting held 09/27/2022 (Libby Vreonis, City Clerk)**

### **3.2 Approve Minutes from the Regular Joint City Council/City Council Acting as the Successor Agency/Public Financing Authority Meeting held October 11, 2022 (Libby Vreonis, City Clerk)**

- 3.3 Award of Construction Contract to R&R Pacific Construction Inc. for the construction of East Cypress Road Widening Project (Knightsen Avenue to Jersey Island Road) – Capital Improvement Project (CIP) Number 247 (Kevin Rohani, P.E., Public Works Director/City Engineer)**
- 3.4 Authorize the City Manager to Execute a Consulting Services Agreement with BKF Engineers Inc., to Provide Engineering Design Services for Capital Improvement Project Number 280 – Laurel Road Widening (Cloverbrook Avenue to O'Hara Avenue) Project (Kevin Rohani, P.E., Public Works Director/City Engineer)**
- 3.5 Award of Construction Contract to Cairo Builder, Inc. for the Senior Center Roof and HVAC Repair and Replacement Project – Capital Improvement Project Number 288 (Kevin Rohani, P.E., Public Works Director/City Engineer)**
- 3.6 Agreement with Consor North America, Inc. for Right of Way and Surveying Engineering Services associated with Capital Improvement Project Number 273 – Laurel Road Extension Project (Teton Road to Sellers Avenue) (Kevin Rohani, P.E., Public Works Director/City Engineer)**
- 3.7 Approval of Consulting Services Agreement with Pavement Engineering, Inc. (PEI) for Design Services Associated with Capital Improvement Project (CIP) Number 279 – Fiscal Year 2022/23 Street Repair and Resurfacing Project (Kevin Rohani, P.E., Public Works Directory/City Engineer)**
- 3.8 Accepting the Subdivision Improvements Associated with the Cypress Estates Subdivision 8728 located at the east end of Mallard Lane, the south end of Fuschia Way, and Fuschia Court (Kevin Rohani, P.E., Public Works Director/City Engineer)**
- 3.9 Agreement for Purchase of Portions of Contra Costa Assessor Parcel No. 034-090-022 for Road Widening at and Near the Intersection of Laurel Road and O'Hara Avenue (Derek Cole, City Attorney)**
- 3.10 Adopt a Resolution Appointing Marie Osuna to the Contra Costa Transportation Authority Citizens Advisory Committee for the Remainder of the Current Four-Year Term Expiring August 11, 2025 (Libby Vreonis, City Clerk)**
- 3.11 Review of Proclamation Request for Future Agenda (Extra Mile Day) (Libby Vreonis, City Clerk)**

Items 3.3, 3.6, 3.9 and 3.11 were pulled for discussion.

It was moved by Councilmember Higgins and seconded by Vice Mayor Meadows to approve the remainder of the Consent Calendar. Motion was unanimous and so ordered. (5-0)

### Item 3.3

Councilmember Fuller pulled the item for discussion. He requested another legal opinion to confirm the project is not in violation of prevailing wage requirements. He mentioned he would abstain.

Public Works Director/City Engineer Kevin Rohani explained that bid documents were advertised publicly, and the agreement requires prevailing wages and certified payrolls. He mentioned it is not uncommon for contractors to have an error and the error has been vetted completely. He added that he would not bring any contract for award if he didn't feel the contractor can do it and the price is good.

City Attorney Derek Cole shared they received several comments, there has been a concerted effort to address the issues, and none are meritorious. He explained the bidder followed form and instructions that the City provided. He mentioned sometimes when a bid is non-responsive there is some financial advantage, but here there is none; it doesn't affect price; therefore, it borders on a frivolous argument. He mentioned a second issue is related to a percentage of the bid being lower; however, the party raising the issue didn't raise any line items. He explained someone would need to show a line item; back of a napkin math doesn't meet the legal standard. He mentioned when the city spends money on a contract, prevailing wage applies, staff checks it and the Department of Industrial Relations (DIR) requests documents through Public Records Act requests. He indicated if a contractor fails, they face steep penalties not only with the current project, but also being able to get future projects. He commented that safeguards are in place, issues have been handled, and staff is doing its job.

Mr. Rohani shared that bid protests are not uncommon; some contractors protest against the lowest bidder to try and get the contract awarded to them.

Vice Mayor Meadows mentioned R&R has had many projects in Oakley. He inquired if there have ever been any issues out of the ordinary with them.

Mr. Roahni explained that change orders are driven by staff, not contractors and all sorts of things can change during a project.

Councilmember Williams commented one letter referenced prevailing wages at the Oakley dog park. She inquired if there is specific information regarding prevailing wage.

Mr. Rohani mentioned there have been no issues on past projects and he is puzzled at these unsubstantiated comments. He share this project bid is within 8% of the estimate and they are typically lucky to get within 10% of the estimate; this is a big project with 9 bidders.

Councilmember Williams inquired if staff requests DIR numbers for subcontractors on the bids.

Mr. Rohani responded they do not; however, staff is revising the sheet to include a column for future projects. He mentioned many write it in on the side; these are big contractors and they know the rules.

Councilmember Williams inquired if R&R wrote subcontractors DIR numbers on its bid.

Mr. Rohani confirmed they did.

Councilmember Fuller expressed concern regarding the letters mentioning the City did not adhere to prevailing wage requirements.

Mr. Rohani explained any contract requires prevailing wages and whether they acknowledge it elsewhere in the documents is irrelevant. He mentioned everyone has to pay prevailing wages and everything is fully transparent; it goes to the state and there are multiple rounds of checks.

It was moved by Vice Mayor Meadows and seconded by Councilmember Higgins to adopt the resolution. AYES: Higgins, Meadows, Pope. NOES: Williams. ABSTENTION: Fuller. (3-1-1)

### Item 3.6

Councilmember Williams pulled the item for staff to provide a brief overview and explain what it will do for Oakley.

Public Works Director/City Engineer Kevin Rohani shared that the project will provide access from East Cypress directly to Hwy 4. He explained a bridge will be built and a new intersection will be created at Sellers to go toward Laurel to Hwy 4. He indicated the project will take time as there are some property acquisitions involved and they need to secure grant funding and permits, then they can proceed with construction.

It was moved by Councilmember Williams and seconded by Vice Mayor Meadows to adopt the resolution. Motion was unanimous and so ordered. (5-0)

### Item 3.9

Councilmember Fuller thanked the Del Barba family for working with staff to achieve an agreement.

Juli Del Barba submitted a written comment thanking staff for meeting with her family to negotiate terms.

It was moved by Councilmember Fuller and seconded by Vice Mayor Meadows to adopt the resolution. Motion was unanimous and so ordered. (5-0)

### Item 3.11

Vice Mayor Meadows commented he doesn't know anything about the organization and believes they should have information before approving.

It was moved by Councilmember Higgins and seconded by Vice Mayor Meadows to deny the proclamation. AYES: Fuller, Higgins, Meadows, Williams. ABSTENTION: Pope. (4-0-1)

## 4. PUBLIC HEARINGS

### **4.1 (Continued from September 27th) Golden Oak Subdivision 9580 Tentative Map (TM 02-22) and Variance (VA 01-22) – Request to subdivide an approximately 2-acre site into eight (8) single-family residential lots and a variance request on meeting the minimum lot requirements for four (4) of the eight (8) lots. (APN: 035-090-082). (Kenneth Strelo, Planning Manager)**

Planning Manager Ken Strelo presented the staff report and Powerpoint presentation.

Mayor Pope shared this is a public hearing continued from 9/27/22.

Councilmember Fuller requested clarification regarding a walkway or driveway around lot 4 or 5.

Mr. Strelo indicated the driveway on lot 5 would move as far west as possible while still allowing a 5-foot setback.

Councilmember Williams inquired if the crosswalks will have lights for drivers to have warning. She commented the crosswalks on the west end would be better with lighting.

Mr. Strelo responded that as proposed, there are no lights, but it will be reviewed when PW&E reviews the traffic calming analysis.

Councilmember Williams inquired how long it would take Police to get to Oakley Elementary from the Police lot.

Chief of Police Paul Beard responded it would take a couple of minutes with the new gate that has increased response time

Dan O'Leary submitted a written comment that he read into the record. He requested the Council deny the project as proposed in its current form and see an alternative layout with no road extension, as well as save the oak tree.

Mayor Pope thanked Mr. O'Leary for coming forward with an alternative solution/plan to address his concerns.

It was moved by Councilmember Fuller and seconded by Vice Mayor Meadows to adopt the resolution. Motion was unanimous and so ordered. (5-0)

## 5.REGULAR CALENDAR

### **5.1 Adopt a Resolution to Appropriate ARPA Funds for Police Recruitment Incentives and Marketing (Jeri Tejada, Human Resources Director)**

Human Resources Director Jeri Tejada presented the staff report and PowerPoint presentation.

Hugh Henderson provided comment indicating he supports moving forward with the resolution to create more Police officers for the City.

Councilmember Fuller inquired if officers are required to stay a certain amount of time when receiving incentives and when they should expect to see a salary creep for Police.

Mrs. Tejada explained the disbursement of incentive funds is split so it is not all received at once. She mentioned the City has a 5-year contract with the POA with 5% step increases, and a 3% COLA in years 3, 4, 5 of the contract;. She added that the salary study put Oakley at the top of 7 comparable cities except San Ramon.

Councilmember Williams inquired what other agencies pay for the academy.

Mrs. Tejada responded they are looking into it and understand it is between \$5k-8k; most are hiring the officer as an employee and paying 6 month's salary and benefits during training and that is the larger expense.

Councilmember Williams commented this would provide the City a bigger bang than its buck and makes sense.

Councilmember Higgins expressed she is in favor of doing it.

Vice Mayor Meadows requested data regarding how long officers stay with Police.

Mrs. Tejada responded she does not have it but can get it.

Mayor Pope commented it is a young department. He requested clarification from Vice Mayor Meadows if he wants data nationwide or statewide.

Vice Mayor Meadows clarified statewide and mentioned he is in favor of it.

Mayor Pope explained many Police officers feel like war has been declared against them and are getting out of the profession, a nationwide problem He mentioned Alameda County has experienced a problem with lowering its standards. He asked about Oakley's hiring standards.

Chief of Police Paul Beard shared he started in 1990 with the Sheriff's Office and at that time only 1 in 4 made it through the academy; now Police have fallen out of favor with society. He explained that Oakley has not changed its standards, but the agency has gone through 4 chiefs.

It was moved by Vice Mayor Meadows and seconded by Councilmember Williams to adopt the resolution. Motion was unanimous and so ordered. (5-0)

## **6.REPORTS**

### **6.1 CITY MANAGER**

#### **(a) City Manager**

City Manager Joshua McMurray acknowledged the Recreation team and everyone who helped with the Harvest Festival, another great event.

#### **(b) Update on Emerson Ranch Commercial Center Approvals**

Mr. McMurray mentioned he submitted a memo regarding the Emerson commercial entitlements, and he can answer any questions.

Councilmember Fuller requested video and minutes from June 8, 2021 indicating he remembers discussion regarding a CUP with alcohol sales, a restaurant even if not drive through and a CUP to direct traffic.

#### **(c) City Attorney Report Regarding Raising of Personnel Matters During Public Comment**

City Attorney Derek Cole commented he doesn't usually attach judicial opinions but here he included them in case there are any concerns he missed anything. He mentioned there has been progression toward protecting speech and there are challenges today on content-based speech and decorum policies, and the trend is agencies lose. He expressed appreciation for Councilmember Fuller's desire to stand up for staff, but his hands are tied.

Councilmember Higgins inquired if a restraining order is possible.

Mr. Cole explained in a very limited situation, a workplace restraining order can be issued when someone makes threats toward an agency; they must show a course of conduct and the threatening puts you in fear, i.e., threat of stalking. He mentioned the threshold is very high; offensive comments don't get close to that. He shared even when restraining orders are issued, cases require that access still be given to the restrained party to provide public comment with an escort from Police, for example.

Councilmember Fuller inquired about the final verdict of the *Moreno* case.

Mr. Cole indicated the constitutional injunctions become like a final resolution and parties typically figure that will be the final ruling.

Councilmember Fuller commented there are no state court cases cited, only federal.

Mr. Cole responded that the *Moreno* case and 9th Circuit applied CA law. He mentioned if there is an assertion of a federal right, it has standing to go to federal court; a first amendment issue usually goes to federal court.

Councilmember Fuller expressed he did not see hostile workplace addressed in the cited cases and believes the City needs to see what it can do rather than saying its hands are tied.

Mayor Pope expressed his support of looking into this matter is not about First Amendment issues; his practice has been to let people speak and the more they speak, the more people know how crazy they are. He mentioned the Penal Code addresses threatening a public official or making a terrorist threat so if someone threatens staff or Council he would like to know if there is a current procedure available or if one can be established.

## **6.2 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 Fuller reported Diablo Water District is still studying sea rise in the Bay and is working with a Latinx Council to learn how to use water and conserve.

Vice Mayor Meadows reported last week he attended the MCE meeting and they are looking at raising rates. He thanked staff for the nice Oaktober event.

Councilmember Higgins reported almost \$39k was raised for the Out of Darkness Walk. She also reported she attended the Seattle transportation conference and heard stories how agencies got through the pandemic and how to increase public transportation as not everyone will be able to afford an electric vehicle. She shared she enjoyed Oaktoberfest and is looking forward to the Jingle Ball and Tree Lighting events.

Councilmember Williams reported she will attend the Tri-Delta meeting tomorrow and she did not get to attend Oaktoberfest. She thanked the City Manager for bringing brought sound to the venue for the candidate forum.

Mayor Pope reported on 11/2 there will be a Northern Waterfront economic development tour around the water, on 11/3 at 11am there will be a meeting of the East Contra Costa Managers Association and he has been appointed from the HCP; it involves any agency with influence over water.

### **(b) Requests for Future Agendas**

Councilmember Higgins requested the safety of pedestrians and bicyclists on Empire Avenue near Wicklow by the railroad tracks be revisited at the next City Manager/Mayors meeting. She also requested recognition of outgoing Congressman McNerney. Both items received support from Mayor Pope.

Councilmember Fuller requested staff revisit a joint agreement with Brentwood for Police dispatch services. Mayor Pope supported it. He also requested staff look into having Brentwood mitigate for safety with increased traffic to Costco.

Councilmember Williams requested the Oakley Youth Advisory Council offer a report on ideas for leadership opportunities and youth activities. Councilmember Higgins supported it.

### 7.WORK SESSION - None

### 8.CLOSED SESSIONS - None

### 9.ADJOURN

There being no further business, the meeting was adjourned at 8:10 p.m.

Respectfully Submitted,

Libby Vreonis  
City Clerk

## STAFF REPORT

**DATE:** November 8, 2022

**TO:** Joshua McMurray, City Manager

*Approved and Forwarded to the City Council*

**FROM:** Tim Przybyla, Finance Director

**SUBJECT:** City of Oakley Quarterly Investment Report (1<sup>st</sup> Quarter FY 2022/23)

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### **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.

### **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.

### **Economy Update**

The relentless high Inflation continues to be the focus of the markets, impacting personal consumption by deteriorating savings and balance sheets and increasing credit card balances. At this point, many economists are suggesting that the U.S. will experience a recession next year. However, it is not known how significant or long-lasting a recession might be, if there is indeed a recession. Also of concern is the housing market, with rising interest rates and talk of decreasing home values, which could impact the City Property Tax and Developer Fee revenues in Fiscal Year 2023/2024. The City of Oakley continues monitoring these changes closely to prepare for potential impacts from an economic downturn in the 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, 2022, attached shows a combined pool balance of \$85,127,281.46. In addition, the pool had combined 1st Quarter accrued interest earnings of \$231,931.73 compared to only \$160,981 at the end of Fiscal Year 2021/2022. Interest for the period reflects the rising rates currently being offered on safe investments, including LAIF's short-term investments and the various types of investments that are being made through PFM, with terms of up to five years.

Currently, with interest rates rising and the volatility of the markets, our investments will continue to show unrealized market losses. However, it is important to realize that those losses are on paper, and no losses will be "realized" if the investments are held to maturity. We will continue to earn the stated rate of interest at cost on the investments that we have purchased, which can be seen in the PFM investment report and averaged 1.35% for the quarter ended September 30, 2022.

The City is in compliance with the adopted investment policy and able to meet its expenditure requirements for the next six months.

### **Staff Recommendation**

Staff recommends the City Council accept the investment report for the 1st Quarter of Fiscal Year 2022/23.

### **Attachments**

1. City of Oakley Investment Report for the quarter ended September 30, 2022.
2. PFM Quarterly Performance Review



# Quarterly Investment Report

For the Quarter Ended September 30, 2022

| Type*                                                            | Name of Institution                           | Rate   | Maturity**** | Cost Amount             | Market Value**          |
|------------------------------------------------------------------|-----------------------------------------------|--------|--------------|-------------------------|-------------------------|
| <b>Investments in Wells Fargo Bank Account</b>                   |                                               |        |              |                         |                         |
| -                                                                | Commercial Checking Acct Public Funds         | 0.000% | 9/30/2022    | \$ 1,315,917.57         | \$ 1,315,917.57         |
| <b>Investments with Wells Fargo Investment Advisors:</b>         |                                               |        |              |                         |                         |
| 9                                                                | Institutional Money Market                    | 0.093% | N/A          | 1,817,551.17            | 1,817,551.17            |
| <b>Investments with State of California:</b>                     |                                               |        |              |                         |                         |
| 3                                                                | Local Agency Investment Fund (LAIF)-City      | 1.350% | N/A          | 53,979,538.25           | 52,941,023.86           |
| <b>Investments with CalTRUST</b>                                 |                                               |        |              |                         |                         |
| 11                                                               | Short-Term Investment Account-City            | 0.185% | N/A          | 272,882.27              | 272,882.27              |
| <b>Total Investments Other than Bond Proceeds</b>                |                                               |        |              | <u>57,385,889.26</u>    | <u>56,347,374.87</u>    |
| <b>Investments with Wells Fargo Trust (bond proceeds): ***</b>   |                                               |        |              |                         |                         |
| <b>2021 Refunding Revenue Bonds</b>                              |                                               |        |              |                         |                         |
| 9                                                                | <i>Government Money Market</i>                |        |              |                         |                         |
|                                                                  | Wells Fargo Advantage Gov MM Svc              | 0.572% | N/A          | 140,011.72              | 140,011.72              |
| 4                                                                | <i>Certificates of Deposit (3)</i>            |        |              |                         |                         |
| <b>2014 Refunding Revenue Bonds</b>                              |                                               |        |              |                         |                         |
| 9                                                                | <i>Government Money Market</i>                |        |              |                         |                         |
|                                                                  | Wells Fargo Advantage Gov MM Svc              | 0.572% | N/A          | 351,974.97              | 351,974.97              |
| <b>Investments with USBank Trust (bond proceeds): ***</b>        |                                               |        |              |                         |                         |
| <b>2016 Lease Revenue Bonds</b>                                  |                                               |        |              |                         |                         |
| 9                                                                | <i>Government Money Market</i>                |        |              |                         |                         |
|                                                                  | USBank - First American Government Obligation | 0.000% | N/A          | 322.13                  | 322.13                  |
| <b>Total Investments of Bond Proceeds</b>                        |                                               |        |              | <u>492,308.82</u>       | <u>492,308.82</u>       |
| <b>Managed Investments with PFM (Detail Attached)</b>            |                                               |        |              |                         |                         |
|                                                                  | CAMP POOL                                     |        | See Detail   | 85,816.96               | 85,816.96               |
|                                                                  | Managed Investments                           |        | See Detail   | 30,040,268.22           | 28,201,780.81           |
| <b>Total Managed Investments</b>                                 |                                               |        |              | <u>30,126,085.18</u>    | <u>28,287,597.77</u>    |
| <b>Total All City Investments</b>                                |                                               |        |              | <u>\$ 88,004,283.26</u> | <u>\$ 85,127,281.46</u> |
| <b>Accrued Interest of Investments other than Bond Proceeds:</b> |                                               |        |              |                         |                         |
|                                                                  | Wells Fargo Investment Advisors               |        |              | 1,696.46                |                         |
|                                                                  | Local Agency Investment Fund                  |        |              | 191,144.54              |                         |
|                                                                  | PFM Asset Management                          |        |              | 39,090.73               |                         |
|                                                                  | Accrued Interest as of 09/30/22               |        |              | <u>\$ 231,931.73</u>    |                         |

\* 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             |

\*\* Market Valuation for LAIF was obtained at <https://www.treasurer.ca.gov/pmia-laif/mktvalue/2022/202209.pdf>

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

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

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

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

Approved by Tim Przybyla  
Finance Director

10/19/22  
Date



# City of Oakley

## Investment Performance Review For the Quarter Ended September 30, 2022

**Client Management Team**

**PFM Asset Management LLC**

Wale Kajopaiye, Senior Managing Consultant  
Allison Kaune, Senior Analyst  
Rachael Miller, Client Consultant

1 California Street Ste. 1000  
San Francisco, CA 94111-5411  
415-393-7270

213 Market Street  
Harrisburg, PA 17101-2141  
717-232-2723

**NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE**

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

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# **Agenda**

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- Market Update
- Account Summary
- Portfolio Review

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## Market Update

## Current Market Themes



- ▶ The U.S. economy is characterized by:
  - ▶ Persistent high inflation
  - ▶ A deteriorating housing market
  - ▶ Continued personal consumption that is impacting household savings and balance sheets
  - ▶ Worsening economic outlook that is propped up by a strong labor market



- ▶ The Federal Reserve has committed to a heavy-handed policy
  - ▶ Expectations have shifted from a soft landing to a moderate/hard landing, with increased recession risks
  - ▶ Short-term fed funds rate projected to reach 4.25% to 4.50% by year end
  - ▶ Increased pace of quantitative tightening

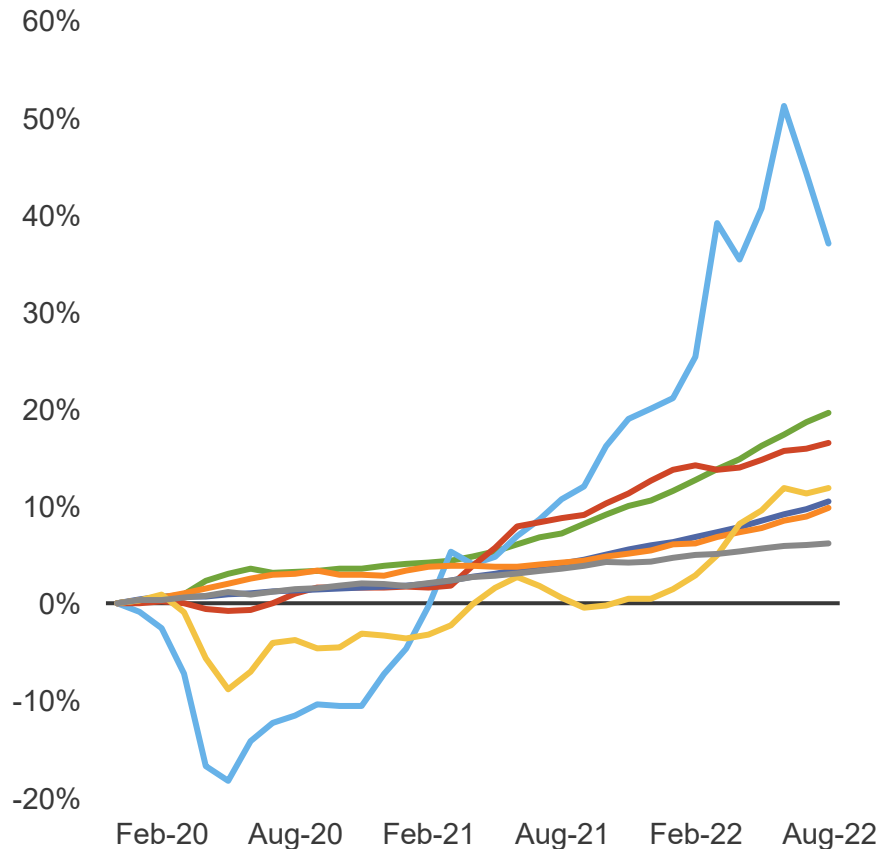


- ▶ Rapidly rising rates negatively impacting valuations and inducing market volatility
  - ▶ Yields across curve reached their highest levels in 14 years
  - ▶ Treasury yield curve remains inverted
  - ▶ Elevated volatility across all major asset classes

## Headline Inflation Remains Elevated Despite Recent Reduction in Energy Prices

### Price Change of Major CPI Components

Since December 2019



| CPI Component               | 12-mo. Change | Weight <sup>1</sup> | Contribution to YoY CPI |
|-----------------------------|---------------|---------------------|-------------------------|
| Energy                      | 23.8%         | 8.8%                | 1.7%                    |
| Food                        | 11.4%         | 13.5%               | 1.5%                    |
| Goods                       | 7.1%          | 21.2%               | 1.5%                    |
| Transportation              | 11.3%         | 5.9%                | 0.6%                    |
| Shelter                     | 6.2%          | 32.2%               | 2.1%                    |
| Medical Services            | 5.6%          | 6.8%                | 0.4%                    |
| Other Services <sup>2</sup> | 3.4%          | 11.6%               | 0.4%                    |

Detail may not add to total due to rounding.

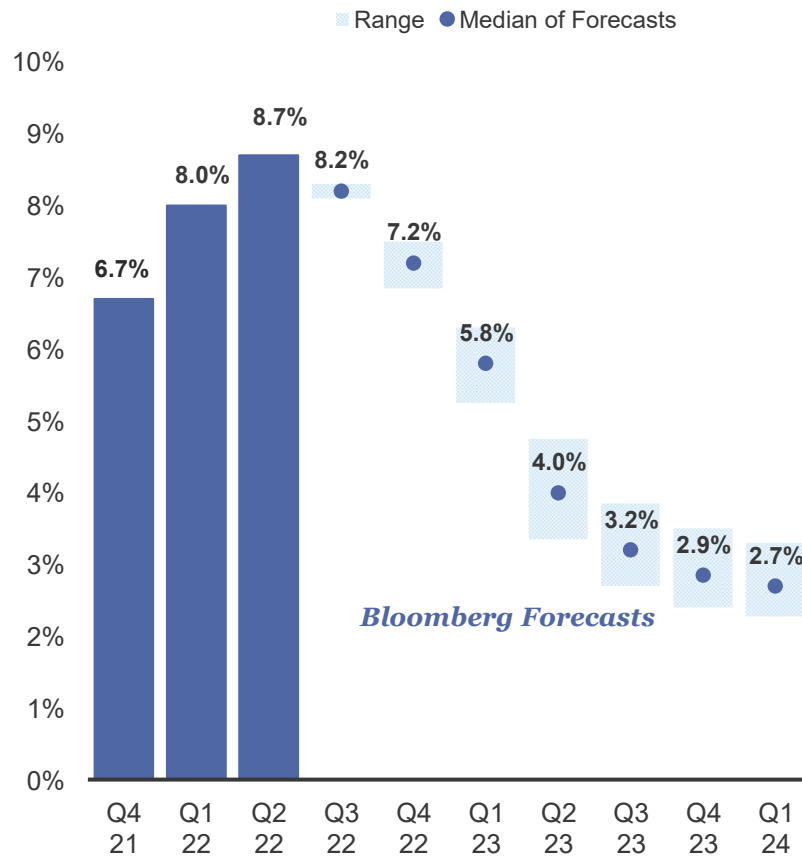
Source: Bloomberg, Bureau of Labor Statistics as of August 2022.

<sup>1</sup>Index weights are as of July 2022 as they are published on a one-month lag.

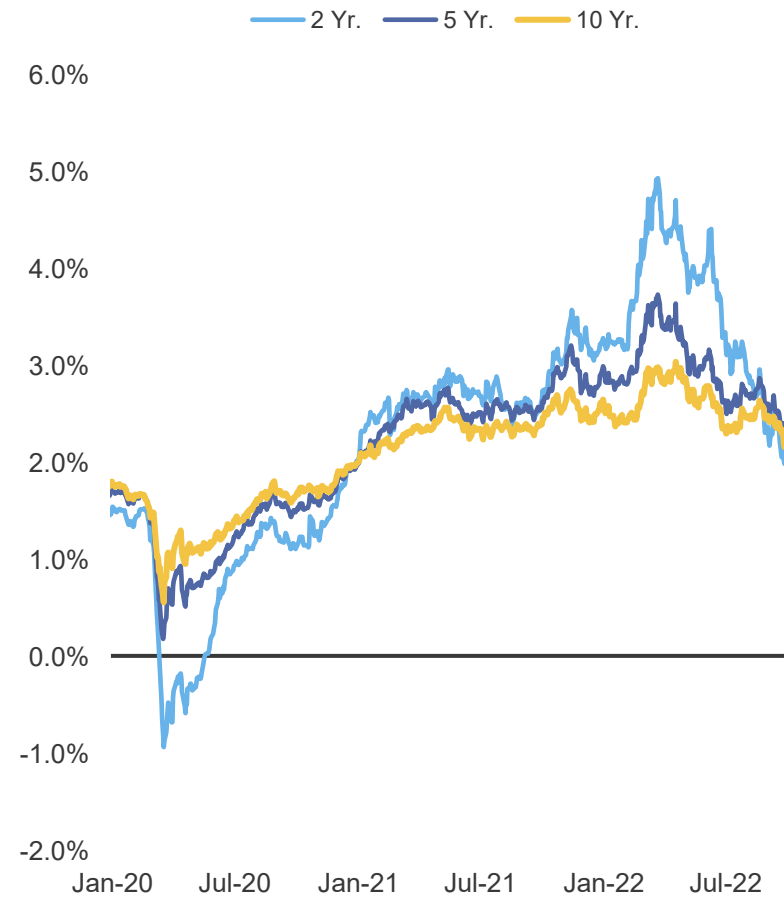
<sup>2</sup>Other services is a weighted blend of Water/Sewer/Trash, Household Operations, Recreation, Education, Communication Services, and Other Personal Services.

## Economist and Market Expectations Point to Slowly Moderating Inflation

### U.S. Inflation Forecasts Annualized Rate



### Breakeven Inflation Rates



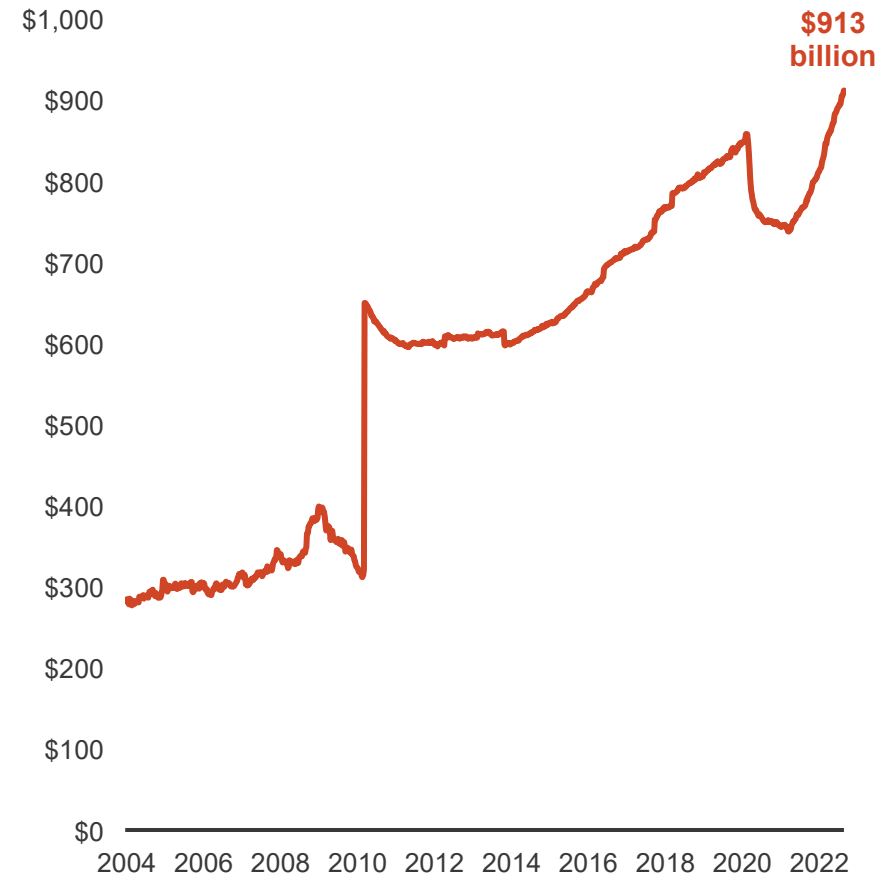
Source: Bloomberg, data as of September 30, 2022.

## Consumption Comes at a Cost to Consumer

### Personal Savings as % of Disposable Income



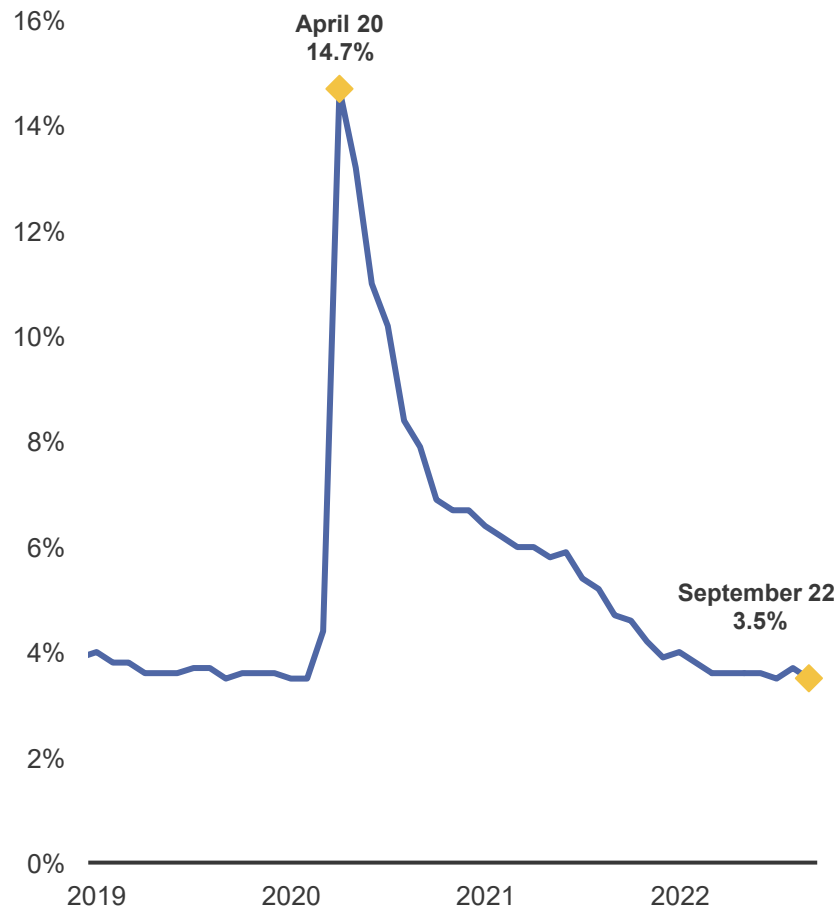
### Consumer Loans: Credit Cards and Other Revolving Plans (Billions)



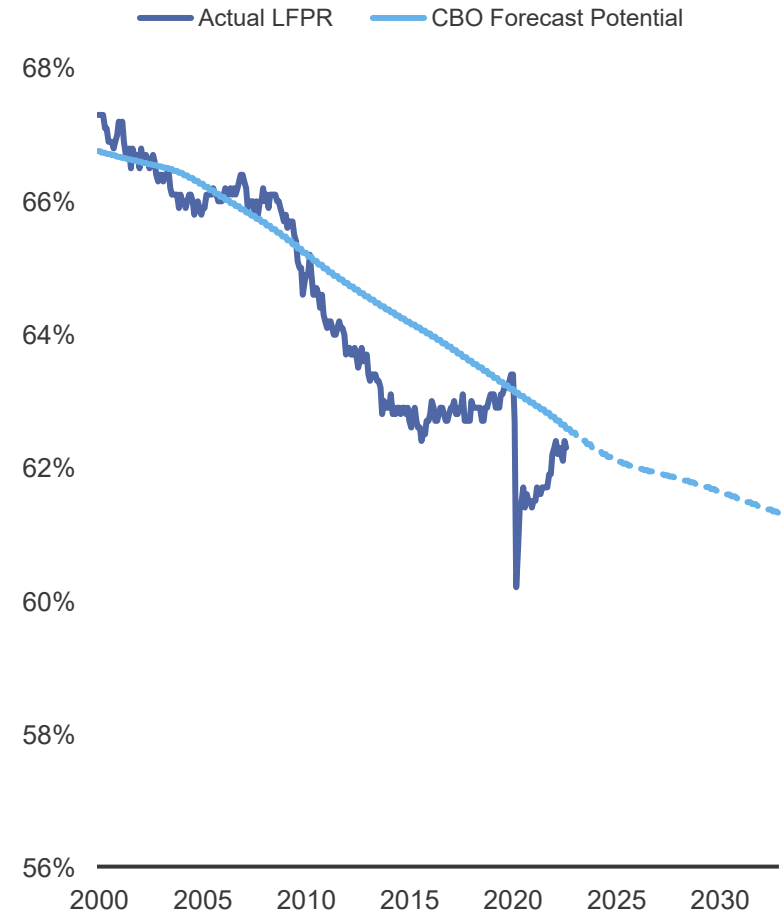
Source U.S. Bureau of Economic Analysis, Federal Reserve, FRED. Most recent data as of August 2022.

## Labor Force Continues to Recover

### Unemployment Rate



### Labor Force Participation Rate

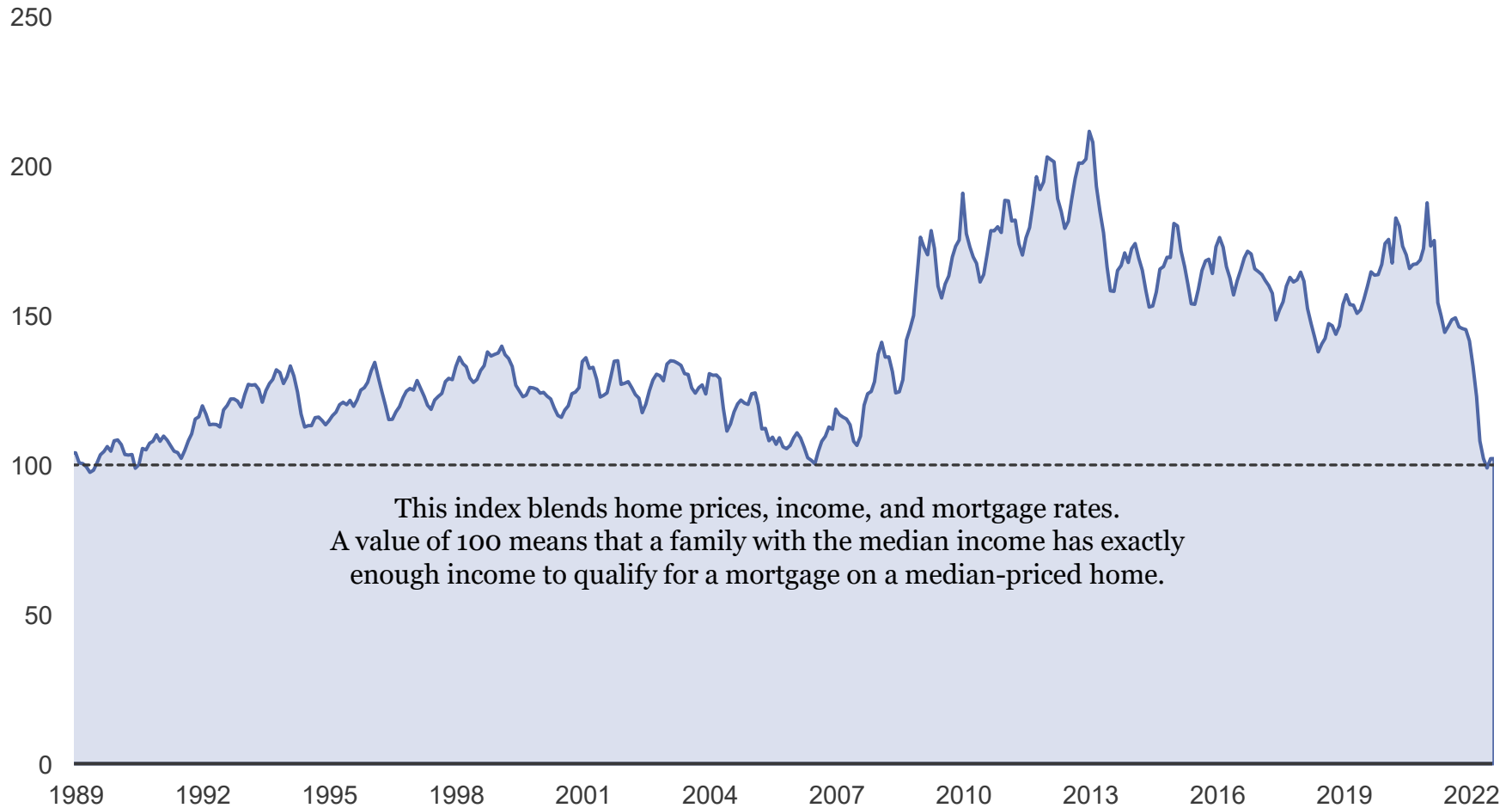


Source: Congressional Budget Office September 2022 economic projections, Bureau of Labor Statistics. Bloomberg, as of September 2022. Data is seasonally adjusted.

## Housing Affordability Deteriorating Amid Soaring Rates and Home Prices

### Homebuyer Affordability

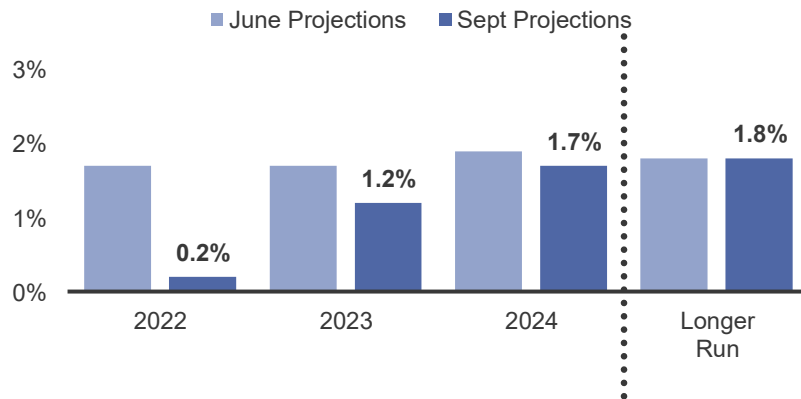
National Association of Realtors



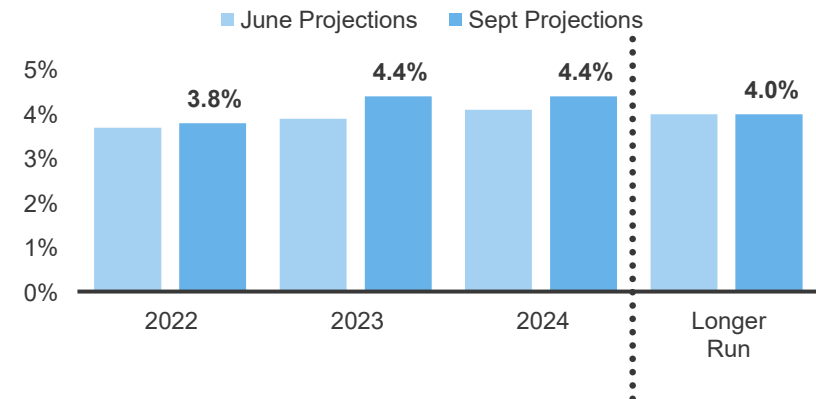
Source: Bloomberg, most recent data as of August 2022.

## Fed's Projections Reflect Weaker Economic Growth and Extended Timeline for Tighter Policy

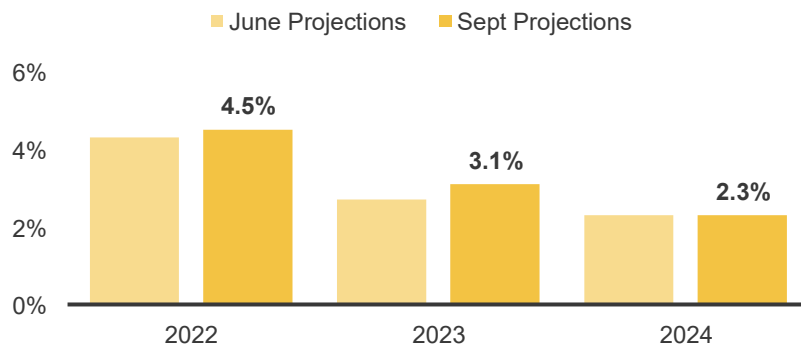
### Change in Real GDP



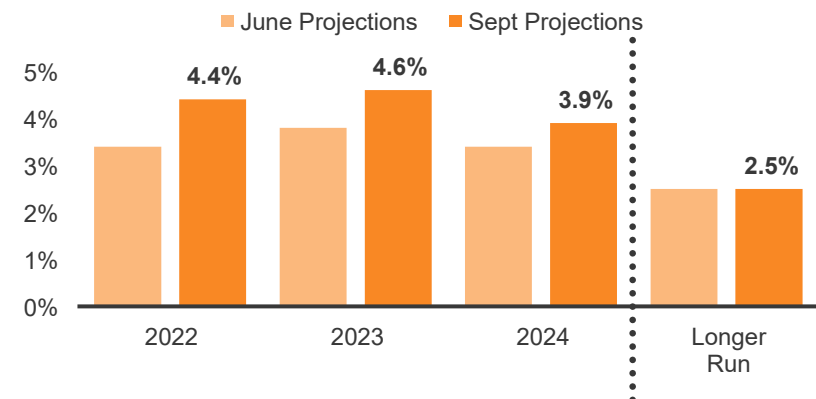
### Unemployment Rate



### Core PCE Inflation



### Federal Funds Rate



Source: Federal Reserve, latest economic projections as of September 2022.

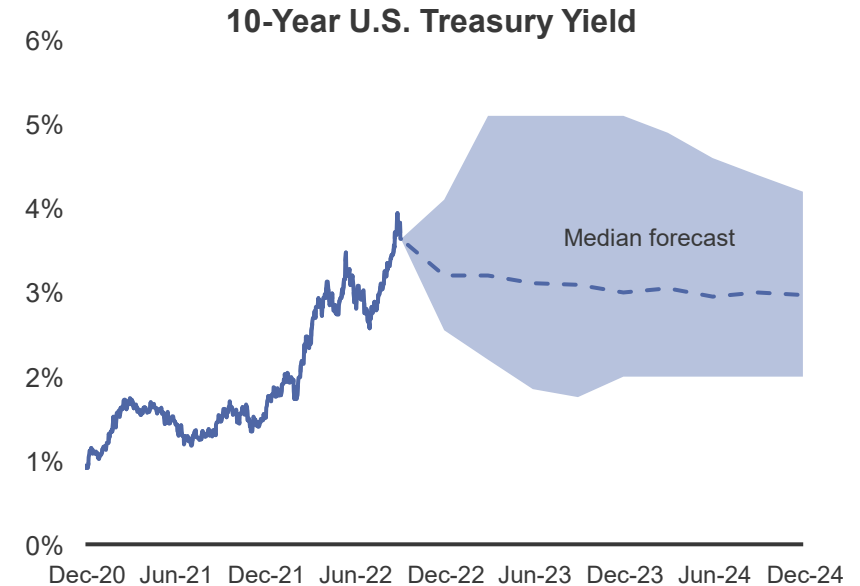
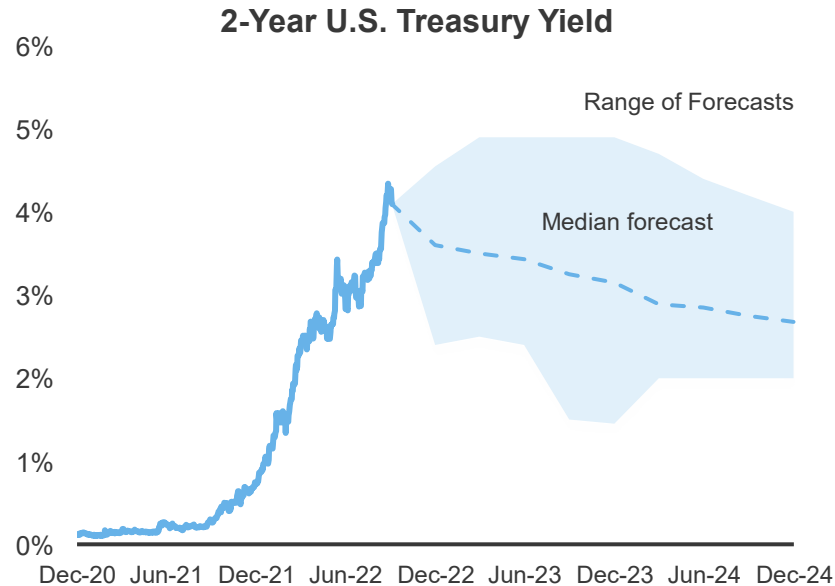
## Fed Makes Aggressive Stance Clear but Market Uncertainty Persists

**From the  
September 2022  
FOMC Meeting  
Press Conference**

“Without price stability, the economy does not work for anyone.”

“We are moving our policy stance purposefully to a level that will be sufficiently restrictive to return inflation to 2%.”

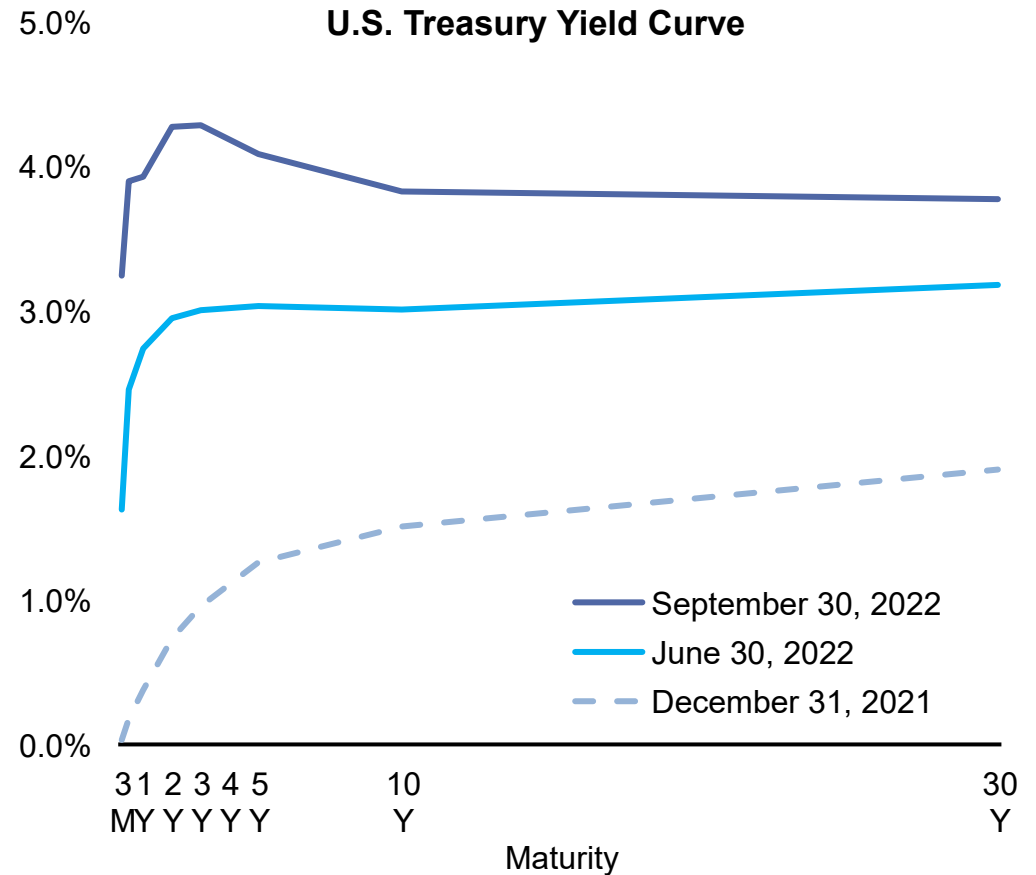
“No one knows whether this process will lead to a recession or if so, how significant that recession would be.”



Source: Federal Reserve, Bloomberg, Bloomberg Economist Forecasts as of September 30, 2022.

## Treasury Yields Move Higher Across the Curve; Inversion Steepens Over the Quarter

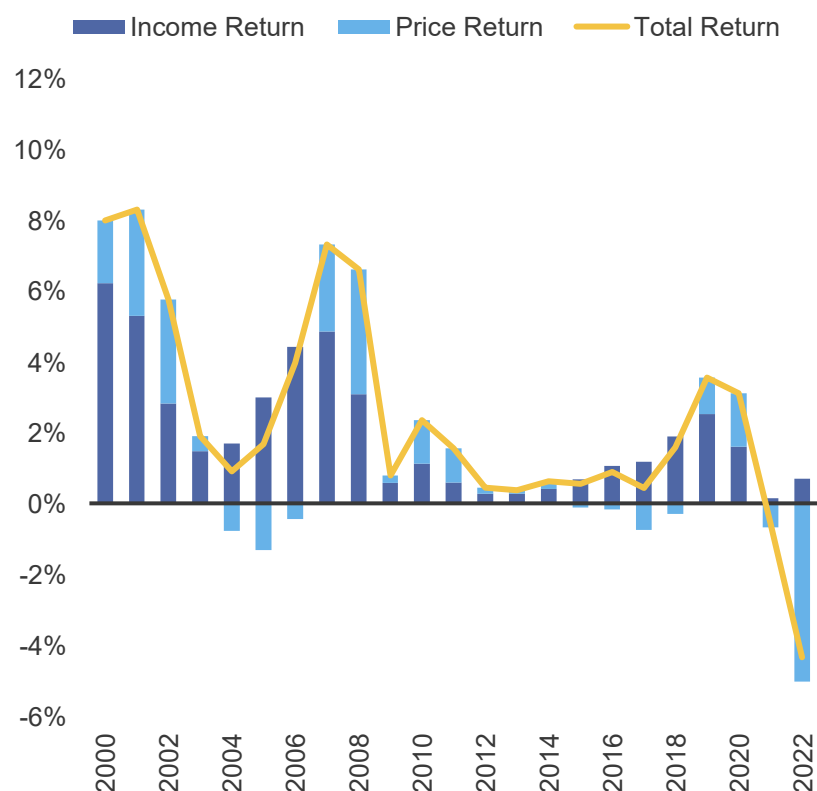
|         | 3Q2022<br>09/30/22 | 2Q2022<br>06/30/22 | QoQ<br>Change |
|---------|--------------------|--------------------|---------------|
| 3-month | 3.25%              | 1.63%              | +1.62%        |
| 1-year  | 3.93%              | 2.74%              | +1.19%        |
| 2-year  | 4.28%              | 2.95%              | +1.33%        |
| 3-year  | 4.29%              | 3.01%              | +1.28%        |
| 5-year  | 4.09%              | 3.04%              | +1.05%        |
| 10-year | 3.83%              | 3.01%              | +0.82%        |
| 30-year | 3.78%              | 3.18%              | +0.60%        |



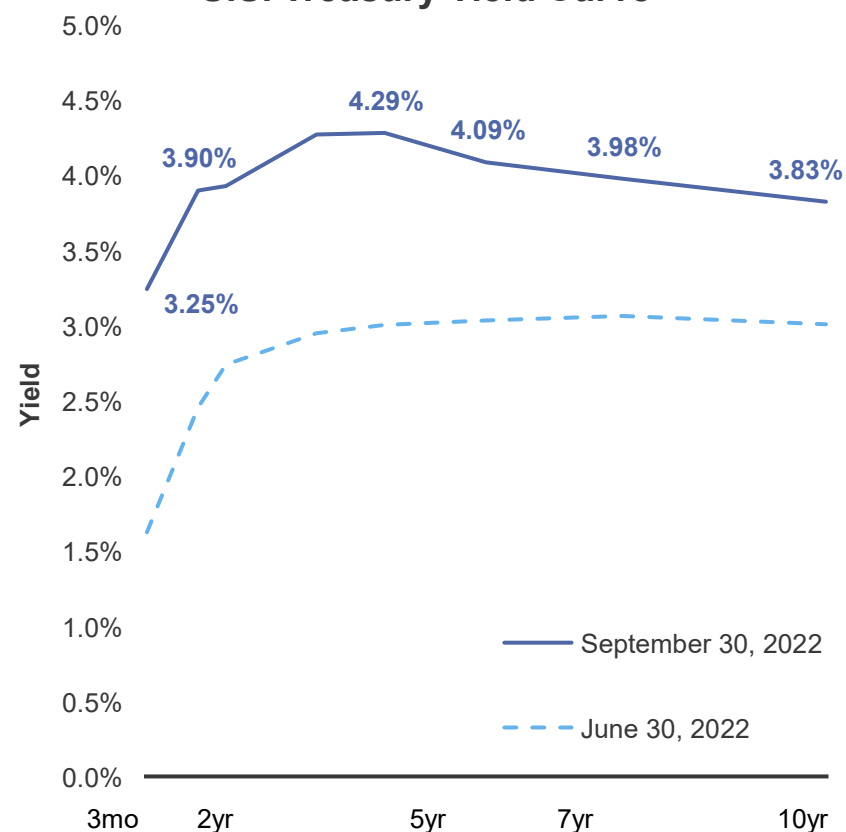
Source: Bloomberg, as of September 2022.

## The Pros and Cons of Rising Rates: Lower Market Values and Stronger Income Potential

### Annual Price & Income Returns (1-3 Year Treasury)



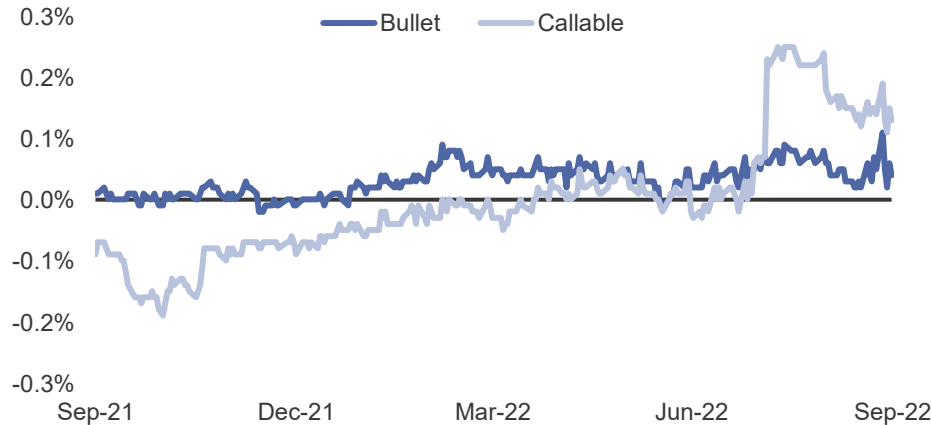
### U.S. Treasury Yield Curve



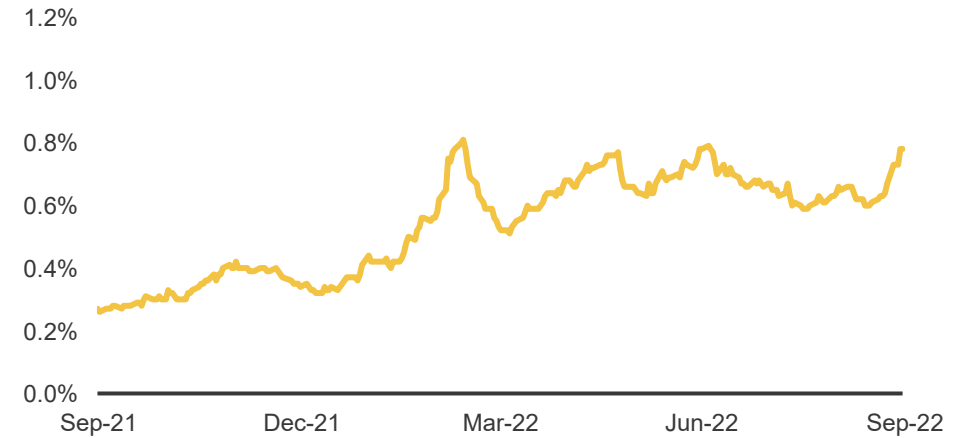
Source: ICE BofAML Indices via Bloomberg, as of September 30, 2022; PFMAM calculations. 2022 Price, income, and total return is YTD as of September 30, 2022. Income return is based on the starting yield from the prior year ended December 31. Price return is calculated as the difference between the total return and calculated income return for each period.

## Sector Yield Spreads Widened in Q3 2022

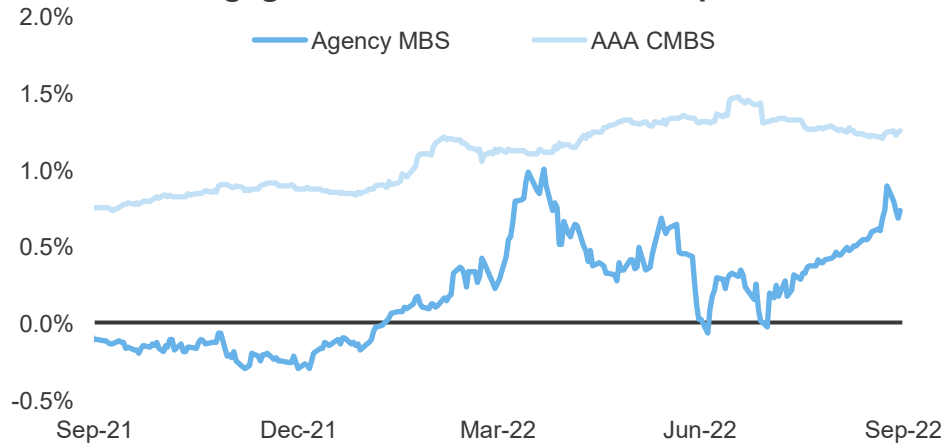
### Federal Agency Yield Spreads



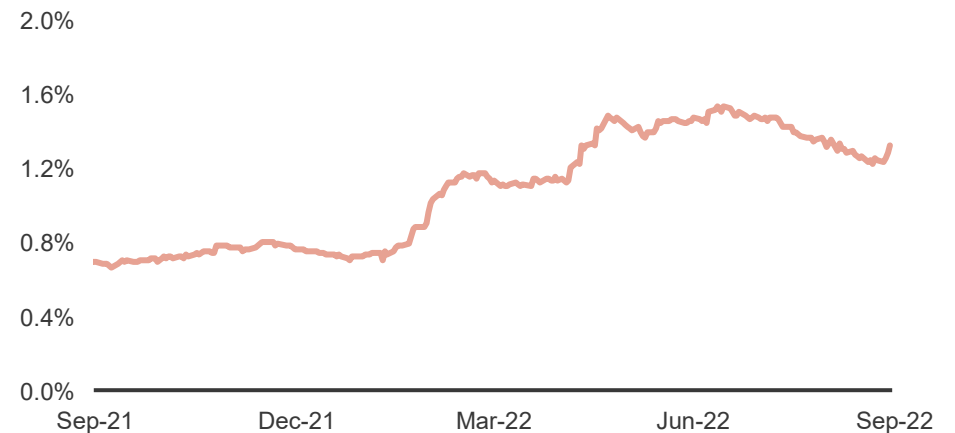
### Corporate Notes A-AAA Yield Spreads



### Mortgage-Backed Securities Yield Spreads



### Asset-Backed Securities AAA Yield Spreads

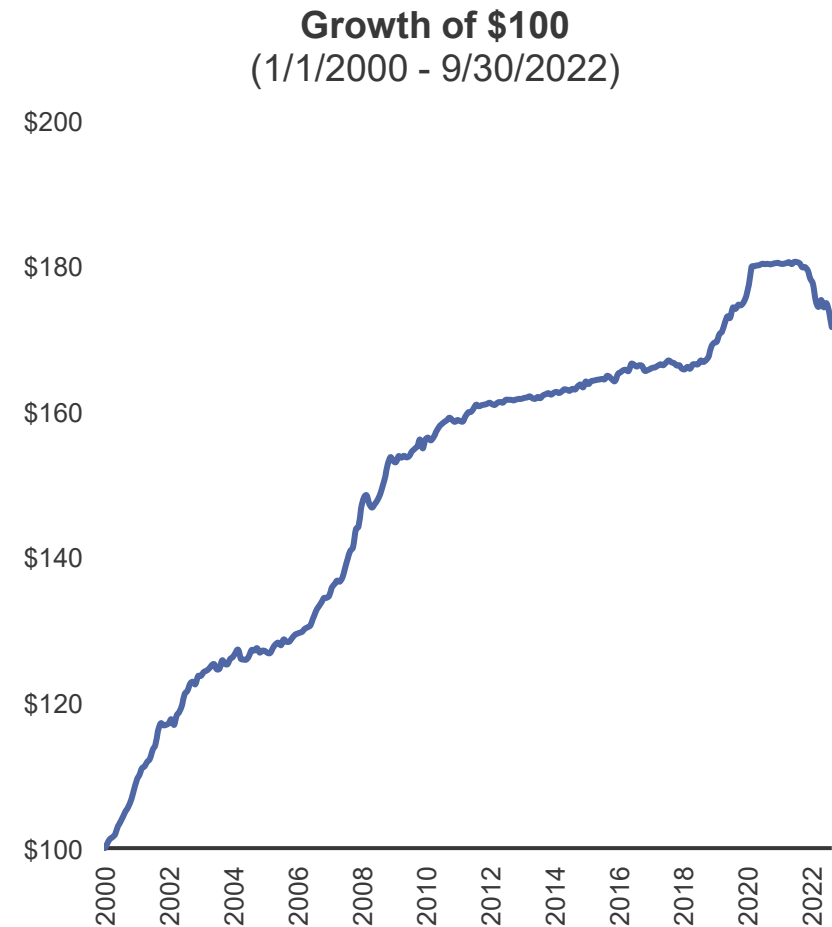
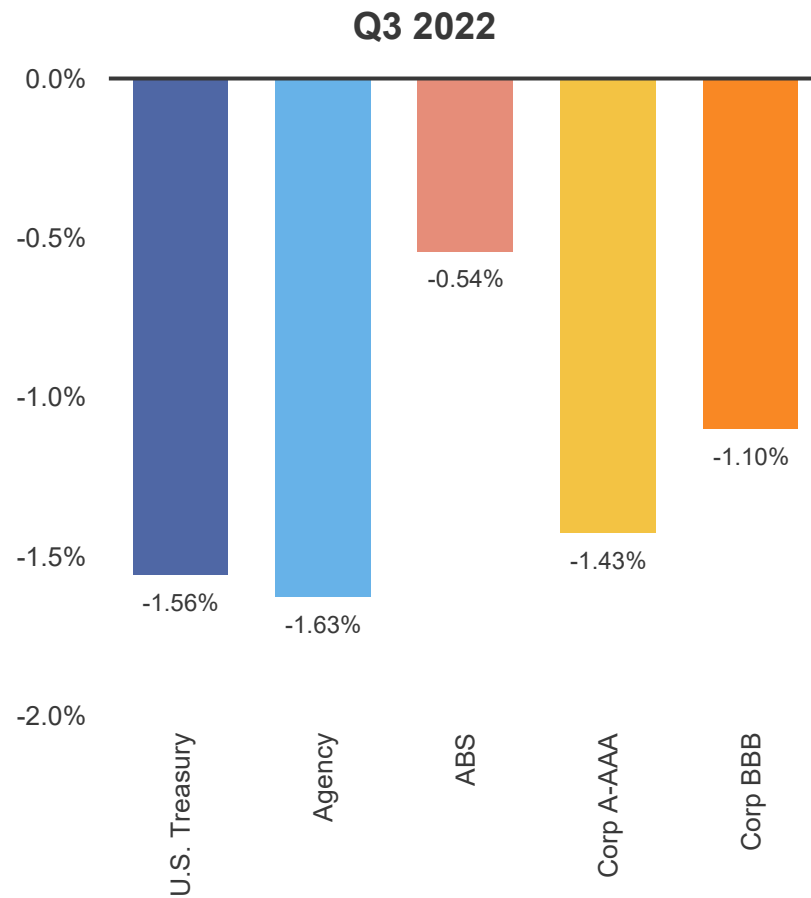


Source: ICE BofAML 1-3 year Indices via Bloomberg, MarketAxess and PFMAM as of September 30, 2022. Spreads on ABS and MBS are option-adjusted spreads of 0-3 year indices based on weighted average life; spreads on agencies are relative to comparable maturity Treasuries.

CMBS is Commercial Mortgage-Backed Securities.

## Fixed Income Returns in Q3 2022

## 1-3 Year Indices



Source: ICE BofAML Indices. ABS indices are 0-3 year, based on weighted average life. As of September 30, 2022.

Right Chart: 1-3 Year Treasury (G1O2 Index).

## Fixed Income Sector Commentary – 3Q 2022

- ▶ **U.S. Treasury** securities posted negative absolute returns during Q3 as interest rates continue to ascend to levels not seen in over 14 years.
- ▶ **Federal agency** bullet spreads remained mostly unchanged in the low single-digits and the sector remained largely stagnant on light issuance. Conversely, the rapid rise in rates and volatility prompted a widening in spreads for callable federal agencies.
- ▶ **Supranational** yield spreads widened slightly in the longer-end of the curve while issuance has consistently lagged projections this year. Unattractive funding levels compounded by liquidity pressures resulted in minimal activity in the sector. New issues at attractive concessions to secondary inventory were the lone avenue to new exposure.
- ▶ **Investment-Grade Corporates** were a strong performer for much of the quarter as spreads tightened. Increases to allocations in the sector over recent months played a significant role in the strong performance relative to benchmarks.
- ▶ **Asset-Backed** yield spreads lagged the comparative narrowing in other sectors but remained relatively elevated in relation to high quality corporate notes. Although elevated relative to corporates, spreads tightened throughout the quarter and the sector generated attractive excess returns, with automobile collateral besting credit card structures.
- ▶ **Mortgage-Backed Securities** have been a staggering underperformer so far this year. Soaring mortgage rates combined with record high housing prices caused refinancing and new purchases to grind to a halt. Heightened volatility and concerns about an economic slowdown continued to weigh on the sector, while the looming Fed balance sheet reduction compounded the gloomy outlook.
- ▶ **Taxable Municipals** were another sector that generated positive excess returns in Q3. New issuance was generally lackluster with deals being heavily oversubscribed, pressuring spreads lower.
- ▶ **Commercial Paper and CDs** have been subject to a rapidly changing backdrop influenced by the Fed's aggressive series of rate hikes. Fixed-rate credit spreads widened during the quarter and the short-term credit curve remains steep.

## Fixed Income Sector Outlook – 4Q 2022

| Sector                 | Our Investment Preferences |
|------------------------|----------------------------|
| COMMERCIAL PAPER / CD  |                            |
| TREASURIES             |                            |
| T-Bill                 |                            |
| T-Note                 |                            |
| FEDERAL AGENCIES       |                            |
| Bullets                |                            |
| Callables              |                            |
| SUPRANATIONALS         |                            |
| CORPORATES             |                            |
| Financials             |                            |
| Industrials            |                            |
| SECURITIZED            |                            |
| Asset-Backed           |                            |
| Agency Mortgage-Backed |                            |
| Agency CMBS            |                            |
| MUNICIPALS             |                            |

● Current outlook

○ Outlook one quarter ago

Negative

Slightly  
Negative

Neutral

Slightly  
Positive

Positive

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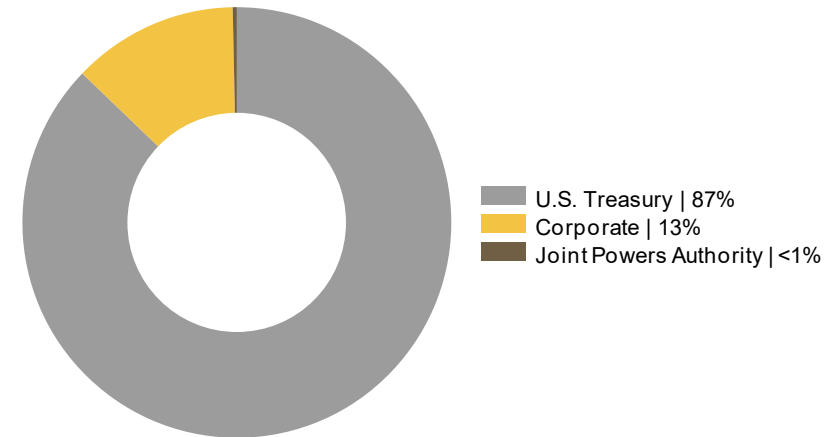
## Account Summary

## Consolidated Summary

### Account Summary

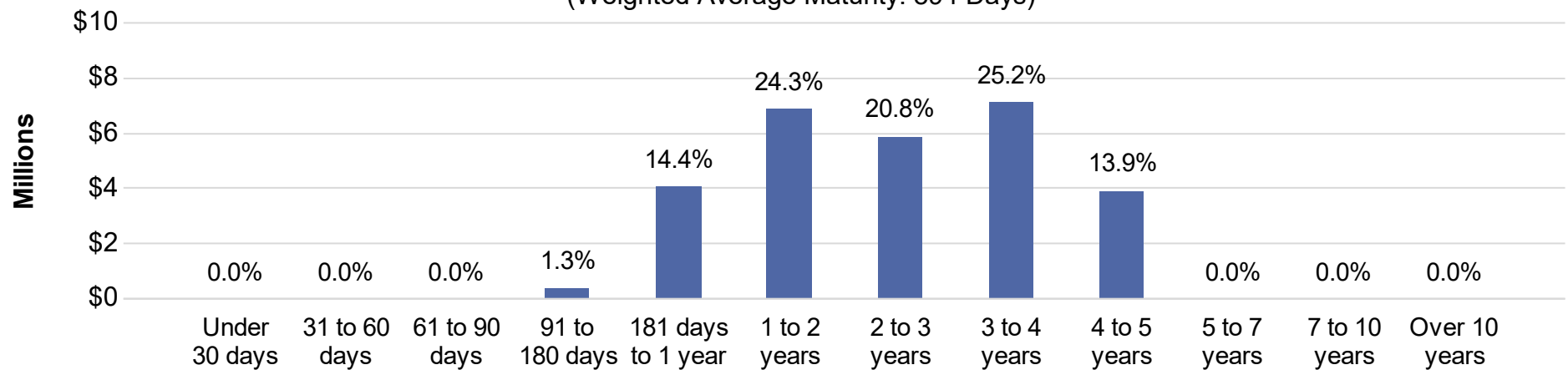
|                             |                     |
|-----------------------------|---------------------|
| <b>CAMP Managed Account</b> | \$28,240,872        |
| <b>CAMP Pool</b>            | \$85,817            |
| <b>Total Program</b>        | <b>\$28,326,689</b> |

### Sector Allocation



### Maturity Distribution

(Weighted Average Maturity: 894 Days)



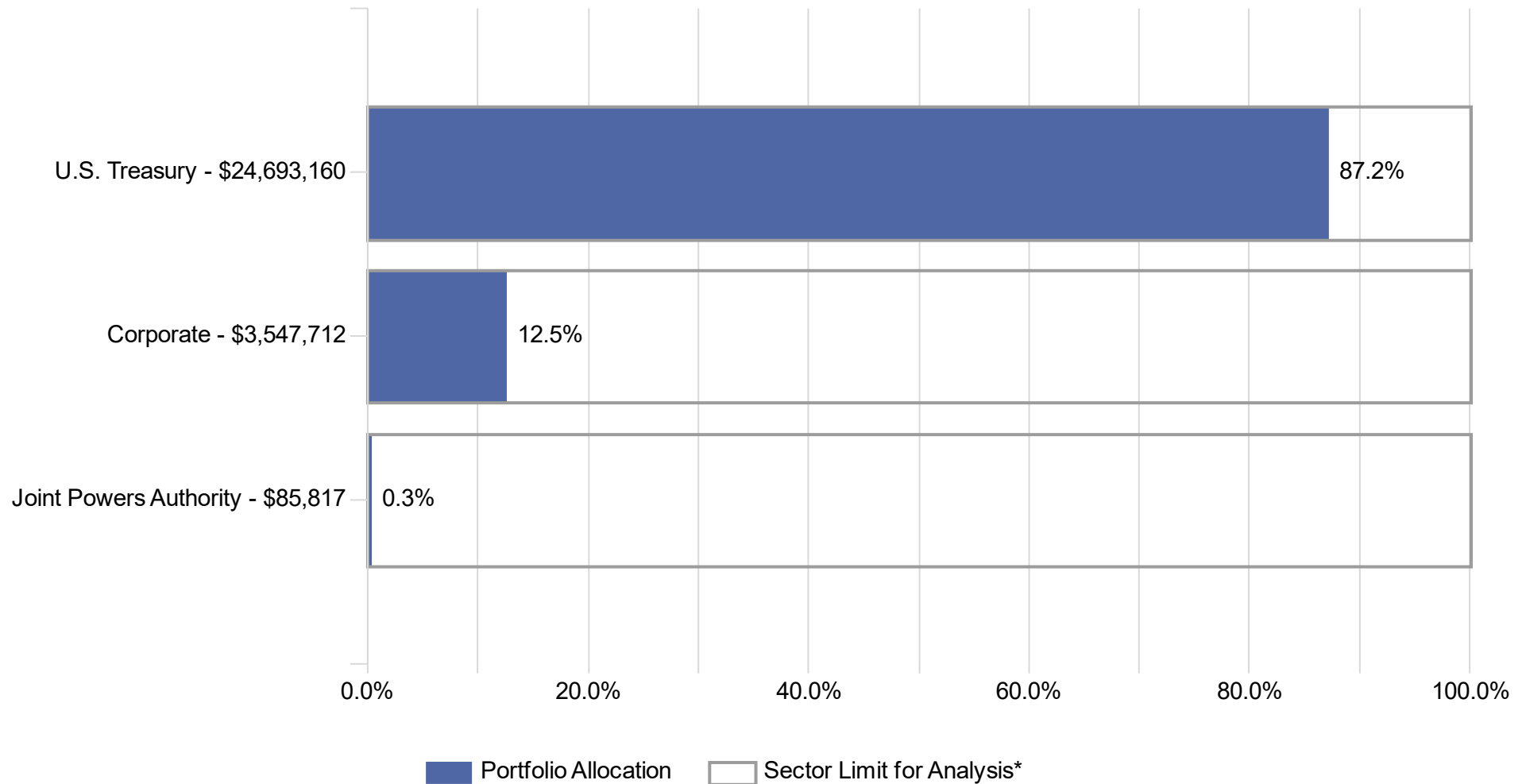
Account summary includes market values, accrued interest, cash and cash equivalents. Sector allocation and the maturity distribution include market values and accrued interest.

## Account Summary

| City of Oakley - City of Oakley - 6111-01 |                    |                        |                    |
|-------------------------------------------|--------------------|------------------------|--------------------|
| Portfolio Values                          | September 30, 2022 | Analytics <sup>1</sup> | September 30, 2022 |
| CAMP Managed Account                      | \$28,201,781       | Yield at Market        | 4.28%              |
| CAMP Pool                                 | \$85,817           | Yield on Cost          | 1.35%              |
| Amortized Cost                            | \$30,083,026       | Portfolio Duration     | 2.38               |
| Market Value                              | \$28,201,781       | CAMP Pool 7-Day Yield  | 2.97%              |
| Accrued Interest                          | \$39,091           |                        |                    |
| Cash                                      | \$0                |                        |                    |

1. Yield at market, yield on cost, and portfolio duration only include investments held within the separately managed account(s), excludes balances invested in overnight funds.
2. The current 7-day yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

## Sector Allocation Analytics



For informational/analytical purposes only and is not provided for compliance assurance. Includes accrued interest.

\*Sector Limit for Analysis is as derived from our interpretation of your most recent Investment Policy as provided.

## Issuer Diversification

| Security Type / Issuer       | Market Value (%) | S&P / Moody's / Fitch |
|------------------------------|------------------|-----------------------|
| <b>U.S. Treasury</b>         | <b>87.4%</b>     |                       |
| UNITED STATES TREASURY       | 87.4%            | AA / Aaa / AAA        |
| <b>Corporate</b>             | <b>12.6%</b>     |                       |
| 3M COMPANY                   | 0.7%             | A / A / NR            |
| AMAZON.COM INC               | 2.4%             | AA / A / AA           |
| APPLE INC                    | 1.3%             | AA / Aaa / NR         |
| BANK OF AMERICA CO           | 0.7%             | A / A / AA            |
| BRISTOL-MYERS SQUIBB CO      | 0.7%             | A / A / NR            |
| BURLINGTON NORTHERN SANTA FE | 0.7%             | AA / A / NR           |
| COMCAST CORP                 | 0.7%             | A / A / A             |
| GOOGLE INC                   | 1.0%             | AA / Aa / NR          |
| JP MORGAN CHASE & CO         | 0.7%             | A / A / AA            |
| MASTERCARD INC               | 0.8%             | A / A / NR            |
| STATE STREET CORPORATION     | 1.4%             | A / A / AA            |
| TARGET CORP                  | 0.7%             | A / A / A             |
| TOYOTA MOTOR CORP            | 0.7%             | A / A / A             |
| <b>Total</b>                 | <b>100.0%</b>    |                       |

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.

## Certificate of Compliance

During the reporting period for the quarter ended September 30, 2022, 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 LLC*

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

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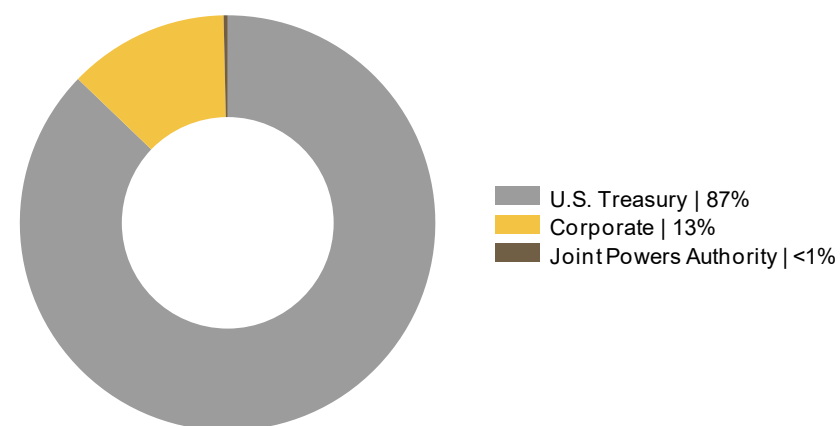
## Portfolio Review: CAMP-CITY OF OAKLEY

## Portfolio Snapshot - CAMP-CITY OF OAKLEY<sup>1</sup>

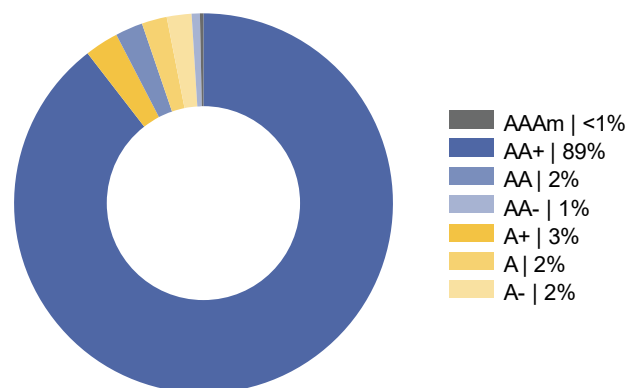
### Portfolio Statistics

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Total Market Value</b>           | \$28,326,688.50 |
| Managed Account Sub-Total           | \$28,201,780.81 |
| Accrued Interest                    | \$39,090.73     |
| Pool                                | \$85,816.96     |
| <b>Portfolio Effective Duration</b> | 2.38 years      |
| <b>Benchmark Effective Duration</b> | 2.48 years      |
| <b>Yield At Cost</b>                | 1.35%           |
| <b>Yield At Market</b>              | 4.28%           |
| <b>Portfolio Credit Quality</b>     | AA              |

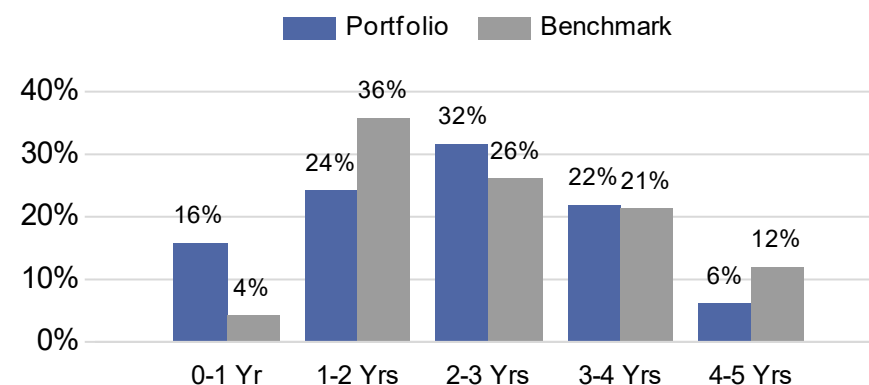
### Sector Allocation



### Credit Quality - S&P



### Duration Distribution



1. Total market value includes accrued interest and balances invested in CAMP, as of September 30, 2022.

Yield and duration calculations exclude balances invested in CAMP.

The portfolio's benchmark is the ICE BofAML 1-5 Year U.S. Treasury Index. Source: Bloomberg.

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

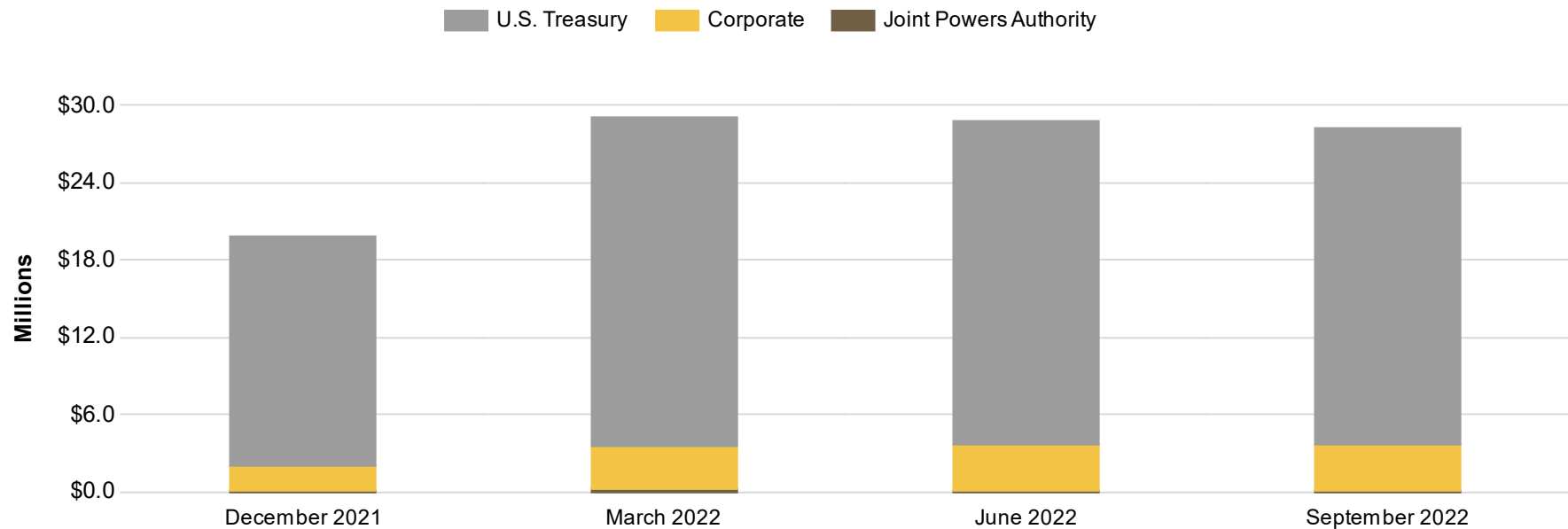
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| BANK OF AMERICA CO           | 0.7%             | A / A / AA            |
| BRISTOL-MYERS SQUIBB CO      | 0.7%             | A / A / NR            |
| BURLINGTON NORTHERN SANTA FE | 0.7%             | AA / A / NR           |
| COMCAST CORP                 | 0.7%             | A / A / A             |
| GOOGLE INC                   | 1.0%             | AA / Aa / NR          |
| JP MORGAN CHASE & CO         | 0.7%             | A / A / AA            |
| MASTERCARD INC               | 0.8%             | A / A / NR            |
| STATE STREET CORPORATION     | 1.4%             | A / A / AA            |
| TARGET CORP                  | 0.7%             | A / A / A             |
| TOYOTA MOTOR CORP            | 0.7%             | A / A / A             |
| <b>Total</b>                 | <b>100.0%</b>    |                       |

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 - CAMP-CITY OF OAKLEY

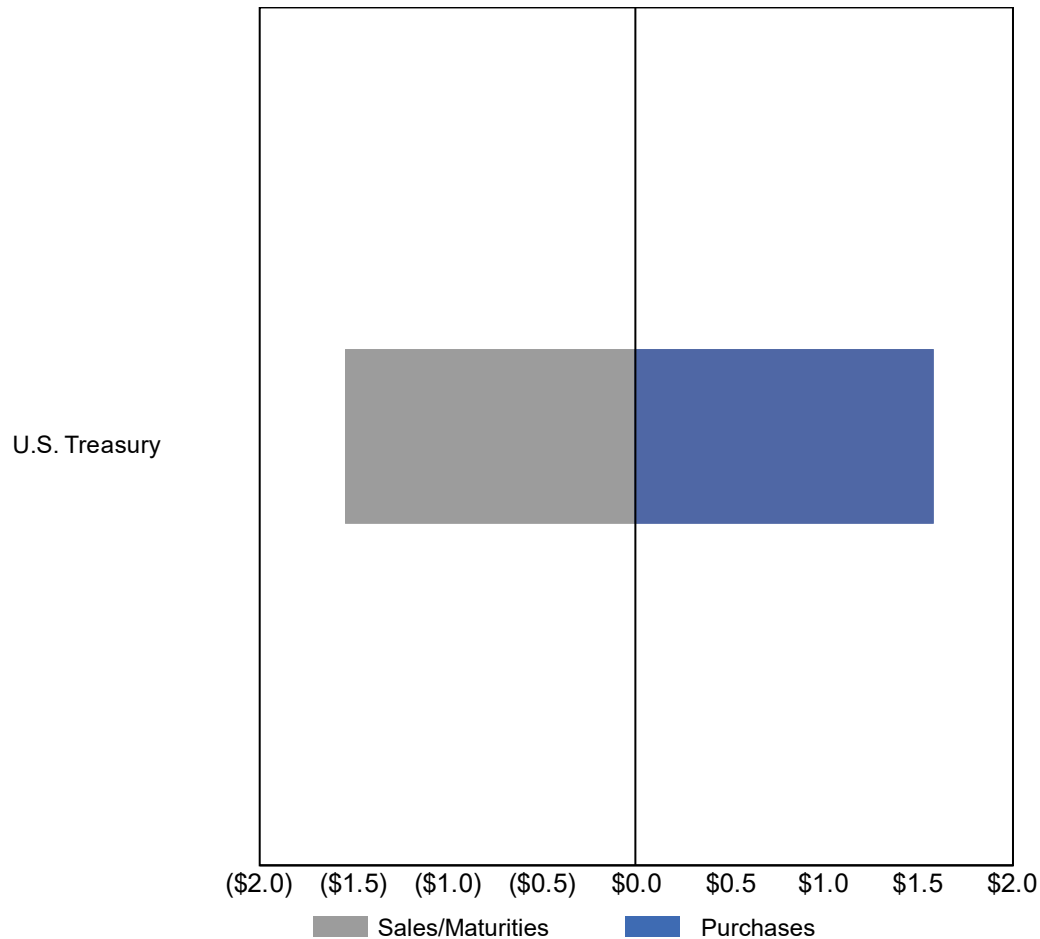
| Security Type          | Dec-21        | % of Total    | Mar-22        | % of Total    | Jun-22        | % of Total    | Sep-22        | % of Total    |
|------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| U.S. Treasury          | \$17.8        | 89.8%         | \$25.6        | 87.9%         | \$25.2        | 87.2%         | \$24.7        | 87.2%         |
| Corporate              | \$1.9         | 9.8%          | \$3.3         | 11.3%         | \$3.6         | 12.6%         | \$3.5         | 12.5%         |
| Joint Powers Authority | \$0.1         | 0.4%          | \$0.2         | 0.8%          | \$0.0         | 0.2%          | \$0.1         | 0.3%          |
| <b>Total</b>           | <b>\$19.8</b> | <b>100.0%</b> | <b>\$29.1</b> | <b>100.0%</b> | <b>\$28.8</b> | <b>100.0%</b> | <b>\$28.3</b> | <b>100.0%</b> |



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 - CAMP-CITY OF OAKLEY

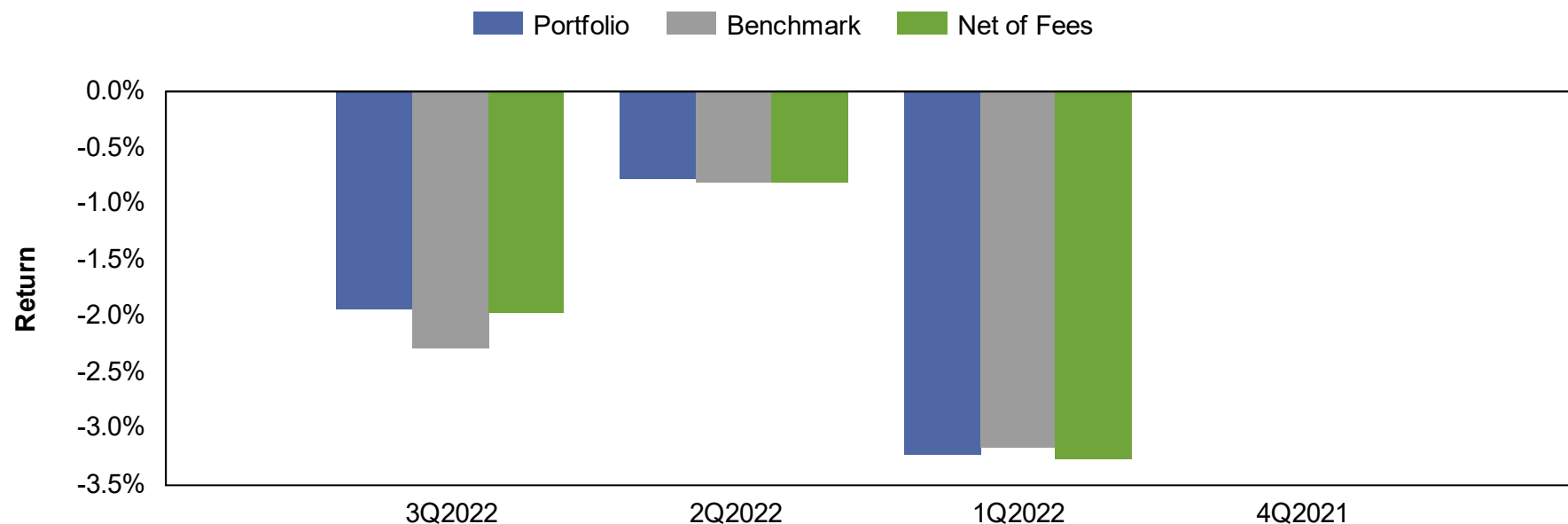
**Net Activity by Sector**  
(\$ millions)



| Sector                    | Net Activity    |
|---------------------------|-----------------|
| U.S. Treasury             | \$37,949        |
| <b>Total Net Activity</b> | <b>\$37,949</b> |

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



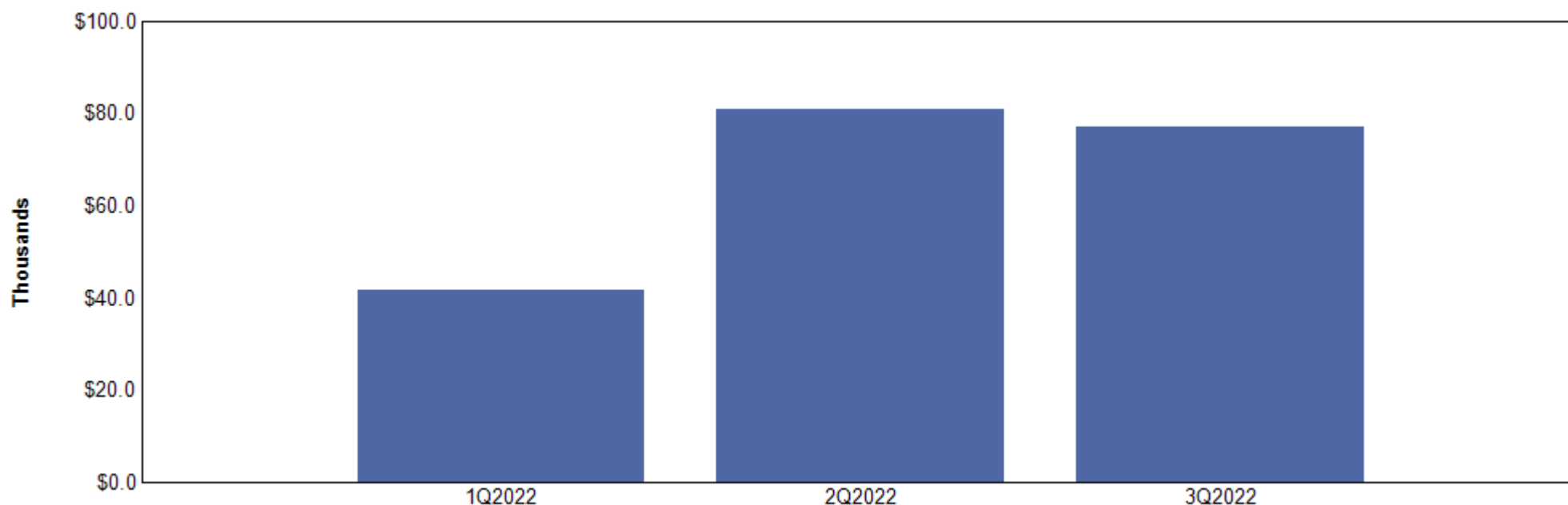
| Market Value Basis Earnings     | 3Q2022             | 2Q2022             | 1Q2022             | 4Q2021   |
|---------------------------------|--------------------|--------------------|--------------------|----------|
| Interest Earned <sup>1</sup>    | \$66,091           | \$69,578           | \$45,267           | -        |
| Change in Market Value          | (\$626,447)        | (\$296,020)        | (\$789,856)        | -        |
| <b>Total Dollar Return</b>      | <b>(\$560,356)</b> | <b>(\$226,442)</b> | <b>(\$744,589)</b> | <b>-</b> |
| <b>Total Return<sup>2</sup></b> |                    |                    |                    |          |
| Portfolio                       | -1.94%             | -0.78%             | -3.24%             | -        |
| Benchmark <sup>3</sup>          | -2.28%             | -0.81%             | -3.16%             | -        |
| <b>Basis Point Fee</b>          | 0.02%              | 0.02%              | 0.02%              | -        |
| <b>Net of Fee Return</b>        | <b>-1.96%</b>      | <b>-0.80%</b>      | <b>-3.26%</b>      | <b>-</b> |

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

2. Returns are presented on a periodic basis.

3. The portfolio's benchmark is the ICE BofAML 1-5 Year U.S. Treasury Index. Source: Bloomberg.

## Accrual Basis Earnings - CAMP-CITY OF OAKLEY



| Accrual Basis Earnings                 | 4Q2021 | 1Q2022          | 2Q2022          | 3Q2022          |
|----------------------------------------|--------|-----------------|-----------------|-----------------|
| Interest Earned <sup>1</sup>           | -      | \$45,267        | \$69,578        | \$66,091        |
| Realized Gains / (Losses) <sup>2</sup> | -      | -               | (\$3,291)       | (\$18,656)      |
| Change in Amortized Cost               | -      | (\$3,523)       | \$14,769        | \$29,519        |
| <b>Total Earnings</b>                  | -      | <b>\$41,744</b> | <b>\$81,056</b> | <b>\$76,954</b> |

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

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

**Issuer Distribution  
As of September 30, 2022**

| Issuer                       | Market Value (\$) | % of Portfolio |
|------------------------------|-------------------|----------------|
| UNITED STATES TREASURY       | 24,672,402        | 87.21%         |
| AMAZON.COM INC               | 667,196           | 2.36%          |
| STATE STREET CORPORATION     | 400,954           | 1.42%          |
| APPLE INC                    | 366,594           | 1.30%          |
| GOOGLE INC                   | 274,496           | 0.97%          |
| MASTERCARD INC               | 211,793           | 0.75%          |
| TOYOTA MOTOR CORP            | 205,488           | 0.73%          |
| TARGET CORP                  | 201,683           | 0.71%          |
| BURLINGTON NORTHERN SANTA FE | 201,543           | 0.71%          |
| BANK OF AMERICA CO           | 201,305           | 0.71%          |
| 3M COMPANY                   | 201,067           | 0.71%          |
| JP MORGAN CHASE & CO         | 200,404           | 0.71%          |
| BRISTOL-MYERS SQUIBB CO      | 200,060           | 0.71%          |
| COMCAST CORP                 | 196,797           | 0.70%          |
| CAMP POOL                    | 85,817            | 0.30%          |
| <b>Grand Total</b>           | <b>28,287,598</b> | <b>100.00%</b> |

## Managed Account Detail of Securities Held

| Security Type/Description<br>Dated Date/Coupon/Maturity   | CUSIP     | Par          | S&P<br>Rating | Moody's<br>Rating | Trade<br>Date | Settle<br>Date | Original<br>Cost | YTM<br>at Cost | Accrued<br>Interest | Amortized<br>Cost | Market<br>Value |
|-----------------------------------------------------------|-----------|--------------|---------------|-------------------|---------------|----------------|------------------|----------------|---------------------|-------------------|-----------------|
| <b>U.S. Treasury</b>                                      |           |              |               |                   |               |                |                  |                |                     |                   |                 |
| US TREASURY NOTES<br>DTD 12/31/2015 2.125% 12/31/2022     | 912828N30 | 375,000.00   | AA+           | Aaa               | 3/14/2022     | 3/16/2022      | 377,915.04       | 1.14           | 2,013.84            | 375,914.72        | 373,769.55      |
| US TREASURY NOTES<br>DTD 03/31/2021 0.125% 03/31/2023     | 91282CBU4 | 1,700,000.00 | AA+           | Aaa               | 10/13/2021    | 10/14/2021     | 1,697,011.72     | 0.25           | 5.84                | 1,698,985.22      | 1,668,656.25    |
| US TREASURY NOTES<br>DTD 09/30/2021 0.250% 09/30/2023     | 91282CDA6 | 2,500,000.00 | AA+           | Aaa               | 10/13/2021    | 10/14/2021     | 2,494,726.56     | 0.36           | 17.17               | 2,497,319.09      | 2,400,781.25    |
| US TREASURY N/B NOTES<br>DTD 12/31/2021 0.750% 12/31/2023 | 91282CDR9 | 2,025,000.00 | AA+           | Aaa               | 3/14/2022     | 3/16/2022      | 1,987,822.27     | 1.80           | 3,838.15            | 1,999,117.49      | 1,937,671.88    |
| US TREASURY NOTES<br>DTD 03/31/2017 2.125% 03/31/2024     | 912828W71 | 2,400,000.00 | AA+           | Aaa               | 10/13/2021    | 10/14/2021     | 2,495,156.25     | 0.50           | 140.11              | 2,457,898.19      | 2,323,125.12    |
| US TREASURY N/B NOTES<br>DTD 09/15/2021 0.375% 09/15/2024 | 91282CCX7 | 2,500,000.00 | AA+           | Aaa               | 10/13/2021    | 10/14/2021     | 2,482,617.19     | 0.62           | 414.36              | 2,488,351.73      | 2,317,968.75    |
| US TREASURY N/B NOTES<br>DTD 11/15/2021 0.750% 11/15/2024 | 91282CDH1 | 2,050,000.00 | AA+           | Aaa               | 3/14/2022     | 3/16/2022      | 1,984,496.09     | 1.99           | 5,807.40            | 1,997,865.61      | 1,904,257.71    |
| US TREASURY NOTES<br>DTD 03/31/2020 0.500% 03/31/2025     | 912828ZF0 | 1,425,000.00 | AA+           | Aaa               | 10/13/2021    | 10/14/2021     | 1,413,087.89     | 0.75           | 19.57               | 1,416,405.19      | 1,299,644.46    |
| US TREASURY NOTES<br>DTD 05/31/2020 0.250% 05/31/2025     | 912828ZT0 | 1,000,000.00 | AA+           | Aaa               | 3/14/2022     | 3/16/2022      | 944,687.50       | 2.04           | 840.16              | 954,079.30        | 899,218.80      |
| US TREASURY NOTES<br>DTD 09/30/2020 0.250% 09/30/2025     | 91282CAM3 | 2,320,000.00 | AA+           | Aaa               | 10/13/2021    | 10/14/2021     | 2,264,265.63     | 0.87           | 15.93               | 2,277,823.68      | 2,061,537.62    |
| US TREASURY NOTES<br>DTD 01/31/2021 0.375% 01/31/2026     | 91282CBH3 | 1,490,000.00 | AA+           | Aaa               | 5/2/2022      | 5/3/2022       | 1,352,349.61     | 3.00           | 941.37              | 1,367,532.38      | 1,312,596.88    |
| US TREASURY N/B NOTES<br>DTD 03/31/2021 0.750% 03/31/2026 | 91282CBT7 | 1,835,000.00 | AA+           | Aaa               | 10/13/2021    | 10/14/2021     | 1,816,721.68     | 0.98           | 37.81               | 1,820,671.32      | 1,629,135.94    |
| US TREASURY N/B NOTES<br>DTD 05/31/2021 0.750% 05/31/2026 | 91282CCF6 | 930,000.00   | AA+           | Aaa               | 6/6/2022      | 6/7/2022       | 850,732.03       | 3.04           | 2,344.06            | 857,056.02        | 821,451.52      |
| US TREASURY N/B NOTES<br>DTD 09/30/2021 0.875% 09/30/2026 | 91282CCZ2 | 2,510,000.00 | AA+           | Aaa               | 10/13/2021    | 10/14/2021     | 2,487,939.45     | 1.06           | 60.34               | 2,492,224.94      | 2,208,407.94    |
| US TREASURY N/B NOTES<br>DTD 04/30/2020 0.500% 04/30/2027 | 912828ZN3 | 835,000.00   | AA+           | Aaa               | 8/3/2022      | 8/4/2022       | 744,813.48       | 2.96           | 1,747.15            | 747,837.07        | 710,271.88      |

| Security Type/Description<br>Dated Date/Coupon/Maturity                          | CUSIP     | Par                  | S&P<br>Rating | Moody's<br>Rating | Trade<br>Date | Settle<br>Date | Original<br>Cost     | YTM<br>at Cost | Accrued<br>Interest | Amortized<br>Cost    | Market<br>Value      |
|----------------------------------------------------------------------------------|-----------|----------------------|---------------|-------------------|---------------|----------------|----------------------|----------------|---------------------|----------------------|----------------------|
| <b>U.S. Treasury</b>                                                             |           |                      |               |                   |               |                |                      |                |                     |                      |                      |
| US TREASURY NOTES<br>DTD 08/15/2017 2.250% 08/15/2027                            | 9128282R0 | 875,000.00           | AA+           | Aaa               | 9/6/2022      | 9/7/2022       | 826,567.38           | 3.48           | 2,514.44            | 827,212.07           | 803,906.25           |
| <b>Security Type Sub-Total</b>                                                   |           | <b>26,770,000.00</b> |               |                   |               |                | <b>26,220,909.77</b> | <b>1.27</b>    | <b>20,757.70</b>    | <b>26,276,294.02</b> | <b>24,672,401.80</b> |
| <b>Joint Powers Authority</b>                                                    |           |                      |               |                   |               |                |                      |                |                     |                      |                      |
| CAMP Pool                                                                        |           | 85,816.96            | AAAm          | NR                |               |                | 85,816.96            |                | 0.00                | 85,816.96            | 85,816.96            |
| <b>Security Type Sub-Total</b>                                                   |           | <b>85,816.96</b>     |               |                   |               |                | <b>85,816.96</b>     |                | <b>0.00</b>         | <b>85,816.96</b>     | <b>85,816.96</b>     |
| <b>Corporate</b>                                                                 |           |                      |               |                   |               |                |                      |                |                     |                      |                      |
| AMAZON.COM INC CORPORATE<br>NOTES<br>DTD 05/12/2021 0.450% 05/12/2024            | 023135BW5 | 300,000.00           | AA            | A1                | 3/14/2022     | 3/16/2022      | 290,007.00           | 2.04           | 521.25              | 292,530.61           | 281,396.70           |
| TOYOTA MOTOR CREDIT CORP CORP<br>NOTES<br>DTD 02/13/2020 1.800% 02/13/2025       | 89236TGT6 | 220,000.00           | A+            | A1                | 10/13/2021    | 10/15/2021     | 225,425.20           | 1.04           | 528.00              | 223,860.50           | 205,487.70           |
| 3M COMPANY (CALLABLE) CORP<br>NOTES<br>DTD 08/26/2019 2.000% 02/14/2025          | 88579YBH3 | 215,000.00           | A+            | A1                | 10/13/2021    | 10/15/2021     | 222,221.85           | 0.97           | 561.39              | 220,086.32           | 201,067.14           |
| MASTERCARD INC CORP NOTES<br>(CALLABLE)<br>DTD 12/03/2019 2.000% 03/03/2025      | 57636QAN4 | 225,000.00           | A+            | A1                | 3/14/2022     | 3/16/2022      | 222,387.75           | 2.41           | 350.00              | 222,867.75           | 211,792.50           |
| BURLINGTON NORTH SANTA FE CORP<br>NOTES (CAL<br>DTD 03/09/2015 3.000% 04/01/2025 | 12189LAV3 | 210,000.00           | AA-           | A3                | 10/13/2021    | 10/15/2021     | 223,351.80           | 1.12           | 3,150.00            | 219,359.91           | 201,542.67           |
| AMAZON.COM INC CORPORATE<br>NOTES<br>DTD 04/13/2022 3.000% 04/13/2025            | 023135CE4 | 400,000.00           | AA            | A1                | 4/11/2022     | 4/13/2022      | 399,364.00           | 3.06           | 5,600.00            | 399,463.23           | 385,799.20           |
| APPLE INC (CALLABLE) CORP NOTES<br>DTD 05/11/2020 1.125% 05/11/2025              | 037833DT4 | 400,000.00           | AA+           | Aaa               | 10/13/2021    | 10/15/2021     | 401,944.00           | 0.99           | 1,750.00            | 401,408.41           | 366,594.00           |
| COMCAST CORP (CALLABLE)<br>CORPORATE NOTES<br>DTD 05/27/2015 3.375% 08/15/2025   | 20030NBN0 | 205,000.00           | A-            | A3                | 10/13/2021    | 10/15/2021     | 221,514.80           | 1.22           | 884.06              | 217,083.08           | 196,796.52           |

| Security Type/Description<br>Dated Date/Coupon/Maturity                         | CUSIP     | Par                    | S&P<br>Rating | Moody's<br>Rating | Trade<br>Date | Settle<br>Date | Original<br>Cost       | YTM<br>at Cost | Accrued<br>Interest | Amortized<br>Cost      | Market<br>Value        |
|---------------------------------------------------------------------------------|-----------|------------------------|---------------|-------------------|---------------|----------------|------------------------|----------------|---------------------|------------------------|------------------------|
| <b>Corporate</b>                                                                |           |                        |               |                   |               |                |                        |                |                     |                        |                        |
| BRISTOL-MYERS SQUIBB CO<br>CORPORATE NOTES<br>DTD 11/13/2020 0.750% 11/13/2025  | 110122DN5 | 225,000.00             | A+            | A2                | 3/14/2022     | 3/16/2022      | 210,096.00             | 2.66           | 646.88              | 212,312.66             | 200,060.33             |
| BANK OF AMERICA CORP<br>(CALLABLE) CORPORAT<br>DTD 02/13/2020 2.015% 02/13/2026 | 06051GHY8 | 220,000.00             | A-            | A2                | 10/13/2021    | 10/15/2021     | 225,106.20             | 1.46           | 591.07              | 223,633.50             | 201,305.28             |
| STATE STREET CORP NOTES<br>(CALLABLE)<br>DTD 10/29/2020 2.901% 03/30/2026       | 857477BM4 | 215,000.00             | A             | A1                | 3/14/2022     | 3/16/2022      | 215,483.75             | 2.84           | 17.33               | 215,397.02             | 202,835.73             |
| STATE STREET CORP NOTES<br>(CALLABLE)<br>DTD 10/29/2020 2.901% 03/30/2026       | 857477BM4 | 210,000.00             | A             | A1                | 10/13/2021    | 10/15/2021     | 222,541.20             | 1.51           | 16.92               | 219,053.12             | 198,118.62             |
| JPMORGAN CHASE & CO (CALLABLE)<br>DTD 04/15/2020 2.083% 04/22/2026              | 46647PBK1 | 220,000.00             | A-            | A1                | 10/13/2021    | 10/15/2021     | 225,416.40             | 1.52           | 2,023.98            | 223,936.90             | 200,403.72             |
| ALPHABET INC CORP NOTES<br>(CALLABLE)<br>DTD 08/09/2016 1.998% 08/15/2026       | 02079KAC1 | 300,000.00             | AA+           | Aa2               | 3/14/2022     | 3/16/2022      | 294,777.00             | 2.42           | 765.90              | 295,421.38             | 274,496.10             |
| TARGET CORP CORP NOTES<br>(CALLABLE)<br>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              | 24,963.35              | 22,409.20              |
| TARGET CORP CORP NOTES<br>(CALLABLE)<br>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              | 195,354.01             | 179,273.60             |
| <b>Security Type Sub-Total</b>                                                  |           | <b>3,790,000.00</b>    |               |                   |               |                | <b>3,819,358.45</b>    | <b>1.89</b>    | <b>18,333.03</b>    | <b>3,806,731.75</b>    | <b>3,529,379.01</b>    |
| <b>Managed Account Sub Total</b>                                                |           | <b>30,560,000.00</b>   |               |                   |               |                | <b>30,040,268.22</b>   | <b>1.35</b>    | <b>39,090.73</b>    | <b>30,083,025.77</b>   | <b>28,201,780.81</b>   |
| <b>Securities Sub Total</b>                                                     |           | <b>\$30,645,816.96</b> |               |                   |               |                | <b>\$30,126,085.18</b> | <b>1.35%</b>   | <b>\$39,090.73</b>  | <b>\$30,168,842.73</b> | <b>\$28,287,597.77</b> |
| <b>Accrued Interest</b>                                                         |           |                        |               |                   |               |                |                        |                |                     |                        | <b>\$39,090.73</b>     |
| <b>Total Investments</b>                                                        |           |                        |               |                   |               |                |                        |                |                     |                        | <b>\$28,326,688.50</b> |

## Quarterly Portfolio Transactions

| Trade Date       | Settle Date | Par (\$)            | CUSIP     | Security Description                     | Coupon | Maturity Date | Transact Amount (\$) | Yield at Market | Realized G/L (BV) |
|------------------|-------------|---------------------|-----------|------------------------------------------|--------|---------------|----------------------|-----------------|-------------------|
| <b>BUY</b>       |             |                     |           |                                          |        |               |                      |                 |                   |
| 8/3/2022         | 8/4/2022    | 835,000.00          | 912828ZN3 | US TREASURY N/B NOTES                    | 0.50%  | 4/30/2027     | 745,902.61           | 2.96%           |                   |
| 9/6/2022         | 9/7/2022    | 875,000.00          | 9128282R0 | US TREASURY NOTES                        | 2.25%  | 8/15/2027     | 827,797.85           | 3.48%           |                   |
| <b>Total BUY</b> |             | <b>1,710,000.00</b> |           |                                          |        |               | <b>1,573,700.46</b>  |                 | <b>0.00</b>       |
| <b>INTEREST</b>  |             |                     |           |                                          |        |               |                      |                 |                   |
| 7/15/2022        | 7/15/2022   | 225,000.00          | 87612EBM7 | TARGET CORP CORP NOTES (CALLABLE)        | 1.95%  | 1/15/2027     | 2,084.06             |                 |                   |
| 7/31/2022        | 7/31/2022   | 1,490,000.00        | 91282CBH3 | US TREASURY NOTES                        | 0.37%  | 1/31/2026     | 2,793.75             |                 |                   |
| 8/13/2022        | 8/13/2022   | 220,000.00          | 89236TGT6 | TOYOTA MOTOR CREDIT CORP CORP NOTES      | 1.80%  | 2/13/2025     | 1,980.00             |                 |                   |
| 8/13/2022        | 8/13/2022   | 220,000.00          | 06051GHY8 | BANK OF AMERICA CORP (CALLABLE) CORPORAT | 2.01%  | 2/13/2026     | 2,216.50             |                 |                   |
| 8/14/2022        | 8/14/2022   | 215,000.00          | 88579YBH3 | 3M COMPANY (CALLABLE) CORP NOTES         | 2.00%  | 2/14/2025     | 2,150.00             |                 |                   |
| 8/15/2022        | 8/15/2022   | 205,000.00          | 20030NBN0 | COMCAST CORP (CALLABLE) CORPORATE NOTES  | 3.37%  | 8/15/2025     | 3,459.38             |                 |                   |
| 8/15/2022        | 8/15/2022   | 300,000.00          | 02079KAC1 | ALPHABET INC CORP NOTES (CALLABLE)       | 1.99%  | 8/15/2026     | 2,997.00             |                 |                   |
| 9/3/2022         | 9/3/2022    | 225,000.00          | 57636QAN4 | MASTERCARD INC CORP NOTES (CALLABLE)     | 2.00%  | 3/3/2025      | 2,250.00             |                 |                   |
| 9/15/2022        | 9/15/2022   | 2,500,000.00        | 91282CCX7 | US TREASURY N/B NOTES                    | 0.37%  | 9/15/2024     | 4,687.50             |                 |                   |
| 9/30/2022        | 9/30/2022   | 1,700,000.00        | 91282CBU4 | US TREASURY NOTES                        | 0.12%  | 3/31/2023     | 1,062.50             |                 |                   |
| 9/30/2022        | 9/30/2022   | 2,510,000.00        | 91282CCZ2 | US TREASURY N/B NOTES                    | 0.87%  | 9/30/2026     | 10,981.25            |                 |                   |
| 9/30/2022        | 9/30/2022   | 2,320,000.00        | 91282CAM3 | US TREASURY NOTES                        | 0.25%  | 9/30/2025     | 2,900.00             |                 |                   |
| 9/30/2022        | 9/30/2022   | 425,000.00          | 857477BM4 | STATE STREET CORP NOTES (CALLABLE)       | 2.90%  | 3/30/2026     | 6,164.63             |                 |                   |

## Quarterly Portfolio Transactions

| Trade Date            | Settle Date | Par (\$)             | CUSIP     | Security Description  | Coupon | Maturity Date | Transact Amount (\$) | Yield at Market | Realized G/L (BV) |
|-----------------------|-------------|----------------------|-----------|-----------------------|--------|---------------|----------------------|-----------------|-------------------|
| <b>INTEREST</b>       |             |                      |           |                       |        |               |                      |                 |                   |
| 9/30/2022             | 9/30/2022   | 2,500,000.00         | 91282CDA6 | US TREASURY NOTES     | 0.25%  | 9/30/2023     | 3,125.00             |                 |                   |
| 9/30/2022             | 9/30/2022   | 2,400,000.00         | 912828W71 | US TREASURY NOTES     | 2.12%  | 3/31/2024     | 25,500.00            |                 |                   |
| 9/30/2022             | 9/30/2022   | 1,425,000.00         | 912828ZF0 | US TREASURY NOTES     | 0.50%  | 3/31/2025     | 3,562.50             |                 |                   |
| 9/30/2022             | 9/30/2022   | 1,835,000.00         | 91282CBT7 | US TREASURY N/B NOTES | 0.75%  | 3/31/2026     | 6,881.25             |                 |                   |
| <b>Total INTEREST</b> |             | <b>20,715,000.00</b> |           |                       |        |               | <b>84,795.32</b>     |                 | <b>0.00</b>       |
| <b>SELL</b>           |             |                      |           |                       |        |               |                      |                 |                   |
| 8/3/2022              | 8/4/2022    | 750,000.00           | 912828N30 | US TREASURY NOTES     | 2.12%  | 12/31/2022    | 749,377.12           |                 | -5,134.12         |
| 9/6/2022              | 9/7/2022    | 800,000.00           | 91282CBU4 | US TREASURY NOTES     | 0.12%  | 3/31/2023     | 786,374.66           |                 | -13,521.63        |
| <b>Total SELL</b>     |             | <b>1,550,000.00</b>  |           |                       |        |               | <b>1,535,751.78</b>  |                 | <b>-18,655.75</b> |

## 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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- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield-based matrix system to arrive at an estimated market value.
- 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.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

## Glossary

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

## Glossary

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



## STAFF REPORT

**DATE:** November 8, 2022

**TO:** Joshua McMurray, City Manager

*Approved and Forwarded to the City Council*

**FROM:** Tim Przybyla, Finance Director

**SUBJECT:** City of Oakley as Successor Agency to the Oakley Redevelopment Agency – Quarterly Investment Report (1<sup>st</sup> Quarter FY 2022/23)

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### **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.

### **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**

The Investment Report for the Period Ending September 30, 2022, attached shows a balance of \$5,521.65 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 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 1<sup>st</sup> Quarter of Fiscal Year 2022/23.

### **Attachments**

1. City of Oakley as Successor Agency to the Redevelopment Agency Investment Report for the quarter ended September 30, 2022.



City of Oakley as Successor Agency to the  
Oakley Redevelopment Agency  
**Quarterly Investment Report**  
For the Quarter Ended September 30, 2022

| Type*                                                     | Name of Institution                     | Rate   | Maturity*** | Cost Amount        | Market Value       |
|-----------------------------------------------------------|-----------------------------------------|--------|-------------|--------------------|--------------------|
| <b>Investments in Wells Fargo Bank Account</b>            |                                         |        |             |                    |                    |
|                                                           | Successor Agency Checking               | 0.400% | N/A         | \$ 5,521.65        | \$ 5,521.65        |
| <b>Total Investments Other than Bond Proceeds</b>         |                                         |        |             | <u>5,521.65</u>    | <u>5,521.65</u>    |
| <b>Investments with US Bank Trust (bond proceeds): **</b> |                                         |        |             |                    |                    |
|                                                           | 2015 A&B Tax Allocation Refunding Bonds |        |             | -                  | -                  |
|                                                           | 2018 Tax Allocation Refunding Bonds     |        |             | -                  | -                  |
| <b>Total Investments of Bond Proceeds</b>                 |                                         |        |             | <u>-</u>           | <u>-</u>           |
| <b>Total Agency Investments</b>                           |                                         |        |             | <u>\$ 5,521.65</u> | <u>\$ 5,521.65</u> |

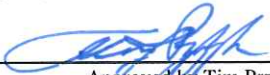
\* Type of investment as described in Authorized Investments section of the City's adopted Investment Policy

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

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

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

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

  
Approved by Tim Przybyla  
Finance Director

10/19/22  
Date



## STAFF REPORT

**DATE:** November 8, 2022

**TO:** Joshua McMurray, City Manager

*Approved and Forwarded to the City Council*

**FROM:** Kevin Rohani, P.E. Public Works Director/City Engineer

**SUBJECT:** Award of Construction Contract to R&R Pacific Construction, Inc. for the construction of Downtown Gateway Plaza and Infrastructure Improvement Project – Capital Improvement Project Number 205

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### **Background and Analysis**

The City's adopted Fiscal Year (FY) 2022/23 Capital Improvement Program Budget designates funding for various infrastructure improvement projects. This is consistent with the City's Strategic Goals to improve the quality of the City's public infrastructure and to enhance the quality of life for our residents.

The Downtown Oakley renovation and improvement project on Main Street from Norcross Lane to 5th Street has been one of the most complex and important projects undertaken by the City of Oakley in recent years, and a key component for the growth and development of Downtown Oakley.

The first phase of this project was completed in 2018. This construction included the construction of an all-new roadway and utility infrastructure on Main Street from Norcross Lane to 5th Street. This project included the beautiful Gateway Monument on Main Street at the 2nd Street intersection for the enjoyment of the community.

The final phase of this downtown improvement project (CIP 205) is the construction of a new Gateway Plaza on Main Street at the O'Hara Avenue intersection, new roadway and utility infrastructure on the north side of Main Street from 2nd Street to Norcross Lane, and the construction of a parking lot along this section of roadway on the east side of Norcross Lane. This infrastructure project will also provide a connection point for the Tri Delta Transit bus service. The new facility would provide much needed parking spaces in downtown to support the parking needs of the new train platform station, as well as various community activities held on the weekends and evenings.

The City of Oakley has been working with the San Joaquin Joint Power Authorities over the past several years on a Train Platform Station project that is being designed and constructed in Downtown Oakley, just north of Main Street between 2nd Street and

Norcross Lane. This project is funded by the San Joaquin Joint Power Authorities. The Train Station Platform is strategically located in downtown on Main Street, adjacent to a new Gateway Plaza that could be used for civic events and markets. The location is within a five-minute walking radius of City Hall, Civic Center Park, and Main Street restaurants and commercial merchants.

After the completion of the design and preparation of the bid documents for CIP 205, this project went through a formal bidding process. On October 20, 2022, a total of seven (7) bids were received. After an extensive review by staff, to ensure all bid documents were in order and complete, R&R Pacific Construction Inc. was found to be the lowest responsible bidder at a total cost of \$4,963,070.

This project involves close coordination by staff with the downtown merchants and property owners to ensure minimal inconveniences to the downtown community and its customers during the construction of the project. The project is anticipated to start in early 2023, after the holiday season.

#### **Consistency with the Oakley Strategic Plan 27+**

This item is consistent with the Strategic Plan 27+ Community Health and Safety goals.

#### **Fiscal Impact**

The design of this project and its funding allocation started in FY 2017/18 and has continued into FY 2022/23. As of October 2022, a total of \$8,026,613 has been allocated for this project funding through these past years and a total of \$495,371 has been spent for design related tasks during these past years. The FY 2022/23 budget has allocated funding from the General Capital Projects fund, Measure J, and Gas Tax, which will fully fund the construction of this project.

#### **Staff Recommendation**

Staff recommends that the City Council adopt the resolution approving the construction agreement with R&R Pacific Construction, Inc. for an amount not to exceed \$4,963,070 and authorizing the City Manager to execute the agreement.

Additionally, due to variables associated with construction projects, and to address unforeseen circumstances during construction; staff further recommends that the City Council authorize staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$500,000 for work beyond what is defined in the base project bid.

#### **Attachments**

- 1) Resolution
- 2) Bid Summary

**RESOLUTION NO. \_\_-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY  
APPROVING AN AGREEMENT WITH R&R PACIFIC CONSTRUCTION, INC.  
FOR THE CONSTRUCTION OF CAPITAL IMPROVEMENT PROJECT NUMBER  
205 – DOWNTOWN GATEWAY PLAZA AND INFRASTRUCTURE  
IMPROVEMENT PROJECT**

**WHEREAS**, BKF Engineers, Inc., prepared the plans, specifications, and estimates for Capital Improvement Project (CIP) No. 205 – Downtown Gateway Plaza and Infrastructure Improvement Project; and

**WHEREAS**, the plans, specifications and special provisions were publicly advertised for bidding, with the bid period closing at 2:00 P.M. on October 20<sup>th</sup>, 2022; and

**WHEREAS**, seven (7) total bids were received prior to the close of the bidding process; and

**WHEREAS**, R&R Pacific Construction, Inc. submitted the lowest responsible bid for a total cost of \$4,963,070 for the work, and the bid summary is attached as Exhibit A; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Oakley that the Agreement with R&R Pacific Construction, Inc. for the Downtown Gateway Plaza and Infrastructure Improvement Project – CIP No. 205, for an amount not to exceed \$4,963,070 is approved, the City Manager is hereby authorized to execute the Agreement and change orders in an amount not to exceed \$500,000 as necessary.

**PASSED AND ADOPTED** by the City Council of the City of Oakley at a meeting held on the 8<sup>th</sup> of November 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

\_\_\_\_\_  
Randy Pope, Mayor

ATTEST:

\_\_\_\_\_  
Libby Vreonis, City Clerk

\_\_\_\_\_  
Date

City of Oakley Public Works Department  
Downtown Gateway Plaza and Infrastructure Improvement Project - CIP No. 205  
Certified Bid Tabulation Bid opening: October 20, 2022 at 2:00 P.M. at the Civic Center

|          |                                                  |          |      | Engineers Estimate |              | R&R Pacific Construction<br>619 1/2 Main St. Ste. 1<br>Woodland, Ca, 95695 |              | Bay Cities Paving and Grading<br>1450 Civic Ct. Bldg B - #400<br>Concord, Ca. 94520 |              | Ghilotti Bros., Inc.<br>525 Jacoby St<br>San Rafael, Ca. 94901 |            | Redgwick Construction Co.<br>21 Hegenberger Ct.<br>Oakland, Ca. 94621 |            | McGuire and Hester<br>2810 Harbor Bay Parkway<br>Alameda, Ca. 94502 |            | Patriot Contracting, Inc.<br>4301 Bettencourt Way<br>Union City, Ca. 94587 |            | Mitchell Engineering<br>1395 Evans Avenue<br>San Francisco, Ca. 94124 |            |
|----------|--------------------------------------------------|----------|------|--------------------|--------------|----------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------|------------|-----------------------------------------------------------------------|------------|---------------------------------------------------------------------|------------|----------------------------------------------------------------------------|------------|-----------------------------------------------------------------------|------------|
| Item No. | Description                                      | Quantity | Unit | Unit Price         | Item Cost    | Unit Price                                                                 | Item Cost    | Unit Price                                                                          | Item Cost    | Unit Price                                                     | Item Cost  | Unit Price                                                            | Item Cost  | Unit Price                                                          | Item Cost  | Unit Price                                                                 | Item Cost  | Unit Price                                                            | Item Cost  |
| 1        | Mobilization                                     | 1        | LS   | \$700,000          | \$700,000.00 | \$300,000.00                                                               | \$300,000.00 | 496,957.80                                                                          | \$496,957.80 | 370,000.00                                                     | 370,000.00 | 313,400.00                                                            | 313,400.00 | 449,199.00                                                          | 449,199.00 | 650,000.00                                                                 | 650,000.00 | 750,000.00                                                            | 750,000.00 |
| 2        | Traffic Control System & Construction Area Signs | 1        | LS   | \$50,000           | \$50,000.00  | \$86,000.00                                                                | \$86,000.00  | 68,100.00                                                                           | \$68,100.00  | 25,000.00                                                      | 25,000.00  | 26,100.00                                                             | 26,100.00  | 38,000.00                                                           | 38,000.00  | 110,000.00                                                                 | 110,000.00 | 365,000.00                                                            | 365,000.00 |
| 3        | Storm Water Pollution Prevention/Plan (SWPPP)    | 1        | LS   | \$50,000           | \$50,000.00  | \$4,800.00                                                                 | \$4,800.00   | 10,715.00                                                                           | \$10,715.00  | 3,600.00                                                       | 3,600.00   | 24,100.00                                                             | 24,100.00  | 1,500.00                                                            | 1,500.00   | 50,000.00                                                                  | 50,000.00  | 2,005.00                                                              | 2,005.00   |
| 4        | Storm Water Pollution Control Implementation     | 1        | LS   | \$2,000            | \$2,000.00   | \$17,450.00                                                                | \$17,450.00  | 29,038.26                                                                           | \$29,038.26  | 49,000.00                                                      | 49,000.00  | 71,800.00                                                             | 71,800.00  | 23,650.00                                                           | 23,650.00  | 50,000.00                                                                  | 50,000.00  | 107,123.00                                                            | 107,123.00 |
| 5        | Remove Tree                                      | 11       | EA   | \$1,250            | \$13,750.00  | \$950.00                                                                   | \$10,450.00  | 895.00                                                                              | \$9,845.00   | 750.00                                                         | 750.00     | 900.00                                                                | 9,900.00   | 1,175.00                                                            | 12,925.00  | 3,650.00                                                                   | 40,150.00  | 2,765.00                                                              | 30,415.00  |
| 6        | Remove Concrete Pavement & Base Material         | 2,525    | SF   | \$15               | \$37,875.00  | \$8.50                                                                     | \$21,462.50  | 4.61                                                                                | \$11,640.25  | 4.00                                                           | 10,100.00  | 6.00                                                                  | 15,150.00  | 2.00                                                                | 5,050.00   | 12.00                                                                      | 30,300.00  | 10.00                                                                 | 25,250.00  |
| 7        | Remove Barricade                                 | 1        | EA   | \$800              | \$800.00     | \$250.00                                                                   | \$250.00     | 1,504.52                                                                            | \$1,504.52   | 600.00                                                         | 600.00     | 100.00                                                                | 100.00     | 120.00                                                              | 120.00     | 25,000.00                                                                  | 25,000.00  | 66.00                                                                 | 66.00      |
| 8        | Remove Temporary Railing (Type K)                | 3        | EA   | \$700              | \$2,100.00   | \$150.00                                                                   | \$450.00     | 713.57                                                                              | \$2,140.71   | 525.00                                                         | 1,575.00   | 980.00                                                                | 2,940.00   | 1,150.00                                                            | 3,450.00   | 4,350.00                                                                   | 13,050.00  | 1,497.00                                                              | 4,491.00   |
| 9        | Remove Curb and Gutter                           | 15       | LF   | \$20               | \$300.00     | \$16.00                                                                    | \$240.00     | 124.83                                                                              | \$1,872.45   | 32.00                                                          | 480.00     | 38.00                                                                 | 570.00     | 128.00                                                              | 1,920.00   | 370.00                                                                     | 5,550.00   | 10.00                                                                 | 150.00     |
| 10       | Remove AC Dike                                   | 800      | LF   | \$15               | \$12,000.00  | \$8.00                                                                     | \$6,400.00   | 4.68                                                                                | \$3,744.00   | 11.00                                                          | 8,800.00   | 1.00                                                                  | 800.00     | 0.50                                                                | 400.00     | 20.00                                                                      | 16,000.00  | 10.00                                                                 | 8,000.00   |
| 11       | Remove Fence                                     | 440      | LF   | \$25               | \$11,000.00  | \$5.50                                                                     | \$2,420.00   | 8.26                                                                                | \$3,634.40   | 5.50                                                           | 2,420.00   | 17.00                                                                 | 7,480.00   | 17.00                                                               | 7,480.00   | 20.00                                                                      | 8,800.00   | 10.00                                                                 | 4,400.00   |
| 12       | Remove Wood Beam                                 | 80       | LF   | \$10               | \$800.00     | \$8.00                                                                     | \$640.00     | 18.81                                                                               | \$1,504.80   | 10.00                                                          | 800.00     | 21.00                                                                 | 1,680.00   | 27.00                                                               | 2,160.00   | 50.00                                                                      | 4,000.00   | 10.00                                                                 | 800.00     |
| 13       | Remove Wood Retaining Wall                       | 50       | LF   | \$30               | \$1,500.00   | \$25.00                                                                    | \$1,250.00   | 30.09                                                                               | \$1,504.50   | 25.00                                                          | 1,250.00   | 30.00                                                                 | 1,500.00   | 73.00                                                               | 3,650.00   | 100.00                                                                     | 5,000.00   | 10.00                                                                 | 500.00     |
| 14       | Remove Wooden Light Pole and Equipment           | 1        | LS   | \$1,500            | \$1,500.00   | \$850.00                                                                   | \$850.00     | 1,504.52                                                                            | \$1,504.52   | 2,500.00                                                       | 2,500.00   | 3,800.00                                                              | 3,800.00   | 2,450.00                                                            | 2,450.00   | 5,000.00                                                                   | 5,000.00   | 4,644.00                                                              | 4,644.00   |
| 15       | Remove Wood Post                                 | 7        | EA   | \$150              | \$1,050.00   | \$80.00                                                                    | \$560.00     | 214.93                                                                              | \$1,504.51   | 100.00                                                         | 700.00     | 210.00                                                                | 1,470.00   | 194.00                                                              | 1,358.00   | 500.00                                                                     | 3,500.00   | 764.00                                                                | 5,348.00   |
| 16       | Remove Rock Slope Protection                     | 845      | CY   | \$50               | \$42,250.00  | \$25.00                                                                    | \$21,125.00  | 37.55                                                                               | \$31,729.75  | 32.00                                                          | 27,040.00  | 8.00                                                                  | 6,760.00   | 53.00                                                               | 44,785.00  | 125.00                                                                     | 105,625.00 | 83.00                                                                 | 70,135.00  |
| 17       | Roadway Excavation                               | 150      | CY   | \$300              | \$45,000.00  | \$125.00                                                                   | \$18,750.00  | 108.67                                                                              | \$16,300.50  | 80.00                                                          | 12,000.00  | 120.00                                                                | 18,000.00  | 79.00                                                               | 11,850.00  | 350.00                                                                     | 52,500.00  | 893.00                                                                | 133,950.00 |
| 18       | Common Excavation                                | 2,010    | CY   | \$120              | \$241,200.00 | \$58.00                                                                    | \$116,580.00 | 64.58                                                                               | \$129,805.80 | 12.00                                                          | 24,120.00  | 48.00                                                                 | 96,480.00  | 38.00                                                               | 76,380.00  | 105.00                                                                     | 211,050.00 | 298.00                                                                | 598,980.00 |
| 19       | Engineered Fill                                  | 1,000    | CY   | \$170              | \$170,000.00 | \$75.00                                                                    | \$75,000.00  | 9.18                                                                                | \$9,180.00   | 151.00                                                         | 151,000.00 | 88.00                                                                 | 88,000.00  | 80.00                                                               | 80,000.00  | 120.00                                                                     | 120,000.00 | 330.00                                                                | 330,000.00 |
| 20       | HMA (Type A)                                     | 2,120    | TON  | \$250              | \$530,000.00 | \$155.00                                                                   | \$328,600.00 | 147.39                                                                              | \$312,466.80 | 140.00                                                         | 296,800.00 | 160.00                                                                | 339,200.00 | 195.00                                                              | 413,400.00 | 235.00                                                                     | 498,200.00 | 210.00                                                                | 445,200.00 |
| 21       | RHMA-G                                           | 455      | TON  | \$350              | \$159,250.00 | \$185.00                                                                   | \$84,175.00  | 221.62                                                                              | \$100,837.10 | 190.00                                                         | 86,450.00  | 260.00                                                                | 118,300.00 | 284.00                                                              | 129,220.00 | 400.00                                                                     | 182,000.00 | 221.00                                                                | 100,555.00 |
| 22       | 2" AC Grind                                      | 245      | SY   | \$10               | \$2,450.00   | \$25.00                                                                    | \$6,125.00   | 37.71                                                                               | \$9,238.95   | 6.50                                                           | 1,592.50   | 11.00                                                                 | 2,695.00   | 30.00                                                               | 7,350.00   | 90.00                                                                      | 22,050.00  | 11.00                                                                 | 2,695.00   |
| 23       | Aggregate Base CL-2                              | 2,640    | CY   | \$130              | \$343,200.00 | \$75.00                                                                    | \$198,000.00 | 78.27                                                                               | \$206,632.80 | 100.00                                                         | 264,000.00 | 102.00                                                                | 269,280.00 | 96.00                                                               | 253,440.00 | 140.00                                                                     | 369,600.00 | 252.00                                                                | 665,280.00 |
| 24       | City Standard Sidewalk                           | 11,535   | SF   | \$30               | \$346,050.00 | \$12.00                                                                    | \$138,420.00 | 12.77                                                                               | \$147,301.95 | 21.00                                                          | 242,235.00 | 16.00                                                                 | 184,560.00 | 13.25                                                               | 152,838.75 | 35.00                                                                      | 403,725.00 | 12.00                                                                 | 138,420.00 |
| 25       | Decorative Concrete Sidewalk                     | 6,475    | SF   | \$40               | \$259,000.00 | \$28.00                                                                    | \$181,300.00 | 13.00                                                                               | \$84,175.00  | 22.00                                                          | 142,450.00 | 17.00                                                                 | 110,075.00 | 14.00                                                               | 90,650.00  | 45.00                                                                      | 291,375.00 | 15.00                                                                 | 97,125.00  |
| 26       | City Standard Driveway                           | 365      | SF   | \$40               | \$14,600.00  | \$16.50                                                                    | \$6,022.50   | 23.39                                                                               | \$8,537.35   | 45.00                                                          | 16,425.00  | 48.00                                                                 | 17,520.00  | 34.00                                                               | 12,410.00  | 45.00                                                                      | 16,425.00  | 20.00                                                                 | 7,300.00   |
| 27       | City Standard Curb and Gutter                    | 2,940    | LF   | \$50               | \$147,000.00 | \$32.00                                                                    | \$94,080.00  | 56.87                                                                               | \$167,197.80 | 67.50                                                          | 198,450.00 | 71.00                                                                 | 208,740.00 | 60.00                                                               | 176,400.00 | 55.00                                                                      | 161,700.00 | 94.00                                                                 | 276,360.00 |
| 28       | City Standard 6" Vertical Curb                   | 1,060    | LF   | \$40               | \$42,400.00  | \$32.00                                                                    | \$33,920.00  | 48.79                                                                               | \$51,717.40  | 49.00                                                          | 51,940.00  | 62.00                                                                 | 65,720.00  | 52.00                                                               | 55,120.00  | 55.00                                                                      | 58,300.00  | 61.00                                                                 | 64,660.00  |
| 29       | City Standard 8" Vertical Curb                   | 135      | LF   | \$45               | \$6,075.00   | \$32.00                                                                    | \$4,320.00   | 52.71                                                                               | \$7,115.85   | 66.00                                                          | 8,910.00   | 78.00                                                                 | 10,530.00  | 71.00                                                               | 9,585.00   | 100.00                                                                     | 13,500.00  | 64.00                                                                 | 8,640.00   |
| 30       | City Standard Concrete Valley Gutter             | 1,545    | SF   | \$40               | \$61,800.00  | \$42.00                                                                    | \$64,890.00  | 18.07                                                                               | \$27,918.15  | 26.00                                                          | 40,170.00  | 25.00                                                                 | 38,625.00  | 16.00                                                               | 24,720.00  | 80.00                                                                      | 123,600.00 | 28.00                                                                 | 43,260.00  |
| 31       | Curb Ramp (Caltrans Case A)                      | 4        | EA   | \$7,000            | \$28,000.00  | \$4,500.00                                                                 | \$18,000.00  | 5,144.28                                                                            | \$20,577.12  | 3,700.00                                                       | 14,800.00  | 6,100.00                                                              | 24,400.00  | 6,200.00                                                            | 24,800.00  | 5,000.00                                                                   | 20,000.00  | 2,765.00                                                              | 11,060.00  |
| 32       | Curb Ramp (Caltrans Case C)                      | 2        | EA   | \$8,000            | \$16,000.00  | \$4,500.00                                                                 | \$9,000.00   | 5,844.28                                                                            | \$11,688.56  | 3,800.00                                                       | 7,600.00   | 6,700.00                                                              | 13,400.00  | 6,925.00                                                            | 13,850.00  | 5,000.00                                                                   | 10,000.00  | 2,765.00                                                              | 5,530.00   |
| 33       | Curb Ramp (Caltrans Case F)                      | 2        | EA   | \$7,000            | \$14,000.00  | \$4,500.00                                                                 | \$9,000.00   | 3,144.28                                                                            | \$6,288.56   | 4,100.00                                                       | 8,200.00   | 36,000.00                                                             | 72,000.00  | 4,225.00                                                            | 8,450.00   | 5,000.00                                                                   | 10,000.00  | 2,765.00                                                              | 5,530.00   |
| 34       | Detectable Warning Surface                       | 165      | SF   | \$20               | \$3,300.00   | \$32.00                                                                    | \$5,280.00   | 80.00                                                                               | \$13,200.00  | 35.00                                                          | 5,775.00   | 91.00                                                                 | 15,015.00  | 80.00                                                               | 13,200.00  | 80.00                                                                      | 13,200.00  | 55.00                                                                 | 9,075.00   |
| 35       | Concrete Lateral Brace                           | 40       | LF   | \$90               | \$3,600.00   | \$85.00                                                                    | \$3,400.00   | 112.00                                                                              | \$4,480.00   | 350.00                                                         | 14,000.00  | 190.00                                                                | 7,600.00   | 149.00                                                              | 5,960.00   | 100.00                                                                     | 4,000.00   | 166.00                                                                | 6,640.00   |
| 36       | Deepened Curb and Gutter                         | 545      | LF   | \$120              | \$65,400.00  | \$95.00                                                                    | \$51,775.00  | 98.52                                                                               | \$53,693.40  | 250.00                                                         | 136,250.00 | 240.00                                                                | 130,800.00 | 100.00                                                              | 54,500.00  | 75.00                                                                      | 40,875.00  | 304.00                                                                | 165,680.00 |
| 37       | Deepened Curb                                    | 90       | LF   | \$100              | \$9,000.00   | \$95.00                                                                    | \$8,550.00   | 127.96                                                                              | \$11,516.40  | 305.00                                                         | 27,450.00  | 280.00                                                                | 25,200.00  | 155.00                                                              | 13,950.00  | 55.00                                                                      | 4,950.00   | 199.00                                                                | 17,910.00  |
| 38       | Retaining Curb                                   | 1,105    | LF   | \$250              | \$276,250.00 | \$90.00                                                                    | \$99,450.00  | 419.78                                                                              | \$463        |                                                                |            |                                                                       |            |                                                                     |            |                                                                            |            |                                                                       |            |

## STAFF REPORT

**DATE:** November 8, 2022

**TO:** Joshua McMurray, City Manager Approved and Forwarded to the City Council

**FROM:** Kevin Rohani, P.E., Public Works Director/City Engineer

**SUBJECT:** Agreement with Callander Associates for Landscape Architectural and Master Planning Services for the Oakley Community Regional Park Project - CIP Project Number 176

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### **Background and Analysis**

The City's adopted Capital Improvement Program (CIP) Budget designates funding for various infrastructure repair and replacement projects. This is consistent with the City's goals to improve the quality of the City's public infrastructure and to enhance the quality of life for our residents.

One of the key projects in the City's CIP is the phased construction of the Oakley Community Regional Park. This project will transform a 55-acre site at the north end of Sellers Avenue that was deeded to the City as part of the development agreements related to the Emerson and Gilbert Ranch Subdivision projects. This site will be a key feature of the City's park network and a major destination point for the residents and visitors to the community.

The City undertook a process to develop concept plans for the future design and development of the Oakley Community Regional Park in 2015. A workgroup of staff, consultants, and stakeholders worked over several months to develop a concept plan and cost estimates (\$60M) for the construction of this future park that would accommodate the park and recreational needs of the community for years to come. This concept plan was approved by the City Council in 2016.

The City applied for two rounds of Proposition 68, State grant funding for this project over the past several years and was not successful in securing the funding needed for this project.

It has been over six (6) years since the original concept plan was developed and with the changes at the City Council level and the community and new perspectives, it is appropriate to revisit this project and reengage the community and get more stakeholder involvement and input. This effort will also provide the

City with the opportunity to promote the project further and work with the new Grant writing consultant to pursue new grant opportunities.

Callander Associates has been the project landscape architect and was involved in the creating of the original concept plan in 2015 and has a good in-depth knowledge of the site and its complexities. Staff has worked with this firm to develop a scope of services for them to work with the community and stakeholders on this project to develop a final master plan for the Oakley Community Regional Park anticipated to start in early 2023. As part of the new park master planning process, staff will reach out to all stakeholders and interested parties by a wide range of communication avenues and will have multiple workshops to fully engage the community in this exciting project and develop the plan for future of this park.

In addition to the public meetings, the City will provide online forums for public comment and input on the park master plan to ensure all steps are taken in reaching out to the community.

**Consistency with the Oakley Strategic Plan 27+**

This item is consistent with the Strategic Plan 27+ Park and Open Space goals.

**Fiscal Impact**

Approval of this resolution will accept the proposal and authorize the City Manager to execute a design agreement with Callander Associates for a cost not to exceed \$74,756. The funding for this project will be provided from the Community Park Fund. The original funding allocation for this project started in Fiscal Year (FY) 2016/17 and has continued into FY 2022/23. As of October 2022, a total of \$3,575,000 has been allocated for this project funding from the Park Impact Fee and a total of \$547,904.58 has been spent over this timeline of the project.

**Staff Recommendation**

Staff recommends that the City Council adopt the resolution approving the proposal with Callander Associates for landscape architectural design services associated with Project Number 176 – Oakley Community Regional Park Project and authorize the City Manager to enter into an agreement not to exceed \$74,756.

**Attachments**

1. Resolution
2. Callander Associates Proposal

RESOLUTION NO.\_\_\_\_-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING AN AGREEMENT WITH CALLANDER ASSOCIATES FOR MASTER PLANNING SERVICES ASSOCIATED WITH THE OAKLEY COMMUNITY REGIONAL PARK PROJECT CAPITAL IMPROVEMENT PROJECT NUMBER 176 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

**WHEREAS**, as part of the Fiscal Year 2022/23 Budget, the City of Oakley approved a 5-Year Capital improvement Program (CIP); and

**WHEREAS**, CIP Project Number 176 is to design and construct the improvements for the Oakley Community Regional Park Project as a part of this CIP; and

**WHEREAS**, Callander Associates has been the project landscape architect and involved in the creation of the original park concept planning in 2015; and

**WHEREAS**, Callander Associates has submitted a proposal to prepare final master plan services for CIP Project Number 176 for an amount not to exceed \$74,756; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that the City Council of the City of Oakley hereby approves an agreement with Callander Associates for the preparation of master plan design drawings, and cost estimates for CIP Project Number 176 for an amount not to exceed \$74,756, in the form attached hereto as Exhibit A, and authorizes the City Manager to execute the agreement.

**PASSED AND ADOPTED** by the City Council of the City of Oakley at a meeting held on the 8<sup>th</sup> of November 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

ATTEST:

\_\_\_\_\_  
Randy Pope, Mayor

\_\_\_\_\_  
Libby Vreonis, City Clerk

\_\_\_\_\_  
Date

# OAKLEY REGIONAL PARK

CIP #176

proposal submitted to  
**City of Oakley**  
October 27, 2022



1633 Bayshore Highway, Suite 133  
Burlingame, CA 94010  
650.375.1313

Brian's Cell: 650.888.7659

Email Address:  
bfletcher@callanderassociates.com  
zkatz@callanderassociates.com

Website:  
[www.callanderassociates.com](http://www.callanderassociates.com)

# A COVER LETTER

Mr. Kevin Rohani, P.E.  
Public Works Director/City Engineer  
3231 Main Street  
Oakley, CA 94561  
Rohani@ci.oakley.ca.us  
925-625-7003

Dear Kevin,

Surrounded by newly restored tidal marshes and a stone's throw away from hundreds of new housing units lies 50+ acres of unrealized opportunity. Having walked the site it is clear that the Oakley Regional Community Park site has the potential to address current and future recreational needs of the community, provide a regional draw, and potentially be a revenue generator to help offset some of the ongoing maintenance costs. There have been a few design efforts to date, but unfortunately none have resulted in obtaining grant funding to help realize any part of the project. As the City begins a new planning effort it is critical that the process includes lessons learned from previous grant efforts and is designed to not only address the needs of the community but to maximize the potential for grant funding and other sources to realize implementation.

Our CALA team has thought about these challenges and have developed an approach we feel best achieves your project goals of a robust community engagement process that builds upon previous efforts, incorporates lessons learned, and results in a master plan that maximizes excitement for the project and potential for funding. We are pleased to bring you a team of experienced landscape architects and community facilitators that worked on previous efforts at this site and can **leverage our knowledge** to jump start the process. The community engagement process outlined in our proposal is robust in that it will offer a variety of methods and events, both fun and interactive, designed to **maximize community participation** and provide valuable feedback to help guide the designs. Finally, with all of our master plan documents we strive to maximize their ability to **foster project implementation**. It is with great enthusiasm that we submit this proposal to you for consideration.

Sincerely,



Brian Fletcher ASLA, LEED AP  
President | Landscape Architect CA #4671



## B TABLE OF CONTENTS



|           |                                                                         |           |
|-----------|-------------------------------------------------------------------------|-----------|
| <b>01</b> | <b>YOUR PROJECT</b>                                                     | <b>5</b>  |
|           | Project Understanding<br>Approach                                       |           |
| <b>02</b> | <b>OUR PROPOSAL</b>                                                     | <b>9</b>  |
|           | Scope of Work<br>Fee Summary<br>Task Matrix<br>Schedule of Compensation |           |
| <b>03</b> | <b>GET TO KNOW CALA</b>                                                 | <b>15</b> |
|           | Firm Profile<br>Resumes<br>Proven Experience                            |           |





## Project Understanding

The City now owns 55+ acres of a former dairy farm adjacent to the Delta. The site represents a unique opportunity to build substantial new parklands for the growing Oakley community and the City would like to move forward with a master planning effort that will help to guide future improvements and funding efforts. This plan must identify the development challenges and document how a project can move forward. The plan must engage the community and stakeholders to ensure that their input is incorporated into the developing plans. Finally, we must ensure that the plan is a supremely useful document that helps staff move the project forward and breathes new life into stalled funding efforts. Our approach to these goals includes the following:

**Leveraging Our Project Background**

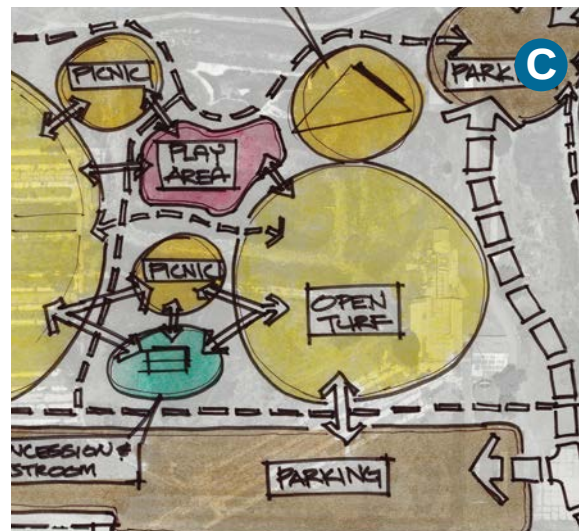
**Maximizing Community Involvement**

**Focus on Implementation**

# 01 | YOUR PROJECT Leveraging Our Project Background



- A** PREVIOUS OUTREACH - Provides us with a better understanding of community preferences.
- B** SITE UNDERSTANDING - We have walked the site and collaborated with key stakeholders providing us with critical knowledge and background to jump start this new process.
- C** PREVIOUS STUDIES - Have explored opportunities, constraints, and programmatic relationships which can inform feasibility of new input.
- D** IMPLEMENTATION REALITIES - Evaluation of revenue generation, infrastructure needs, cost evaluation, and phasing strategies will educate our implementation plan.



## PHASING PLAN LEGEND

### PHASE ONE

- MULTI-USE FIELDS
- SCORE KEEPERS BOOTH/SHELTER
- ENTRANCE ROAD
- PARKING
- GROUP PICNIC AREA - FIELDS
- MULTI-USE TRAIL
- MULTI-USE TRAIL + EQUESTRIAN

### PHASE TWO

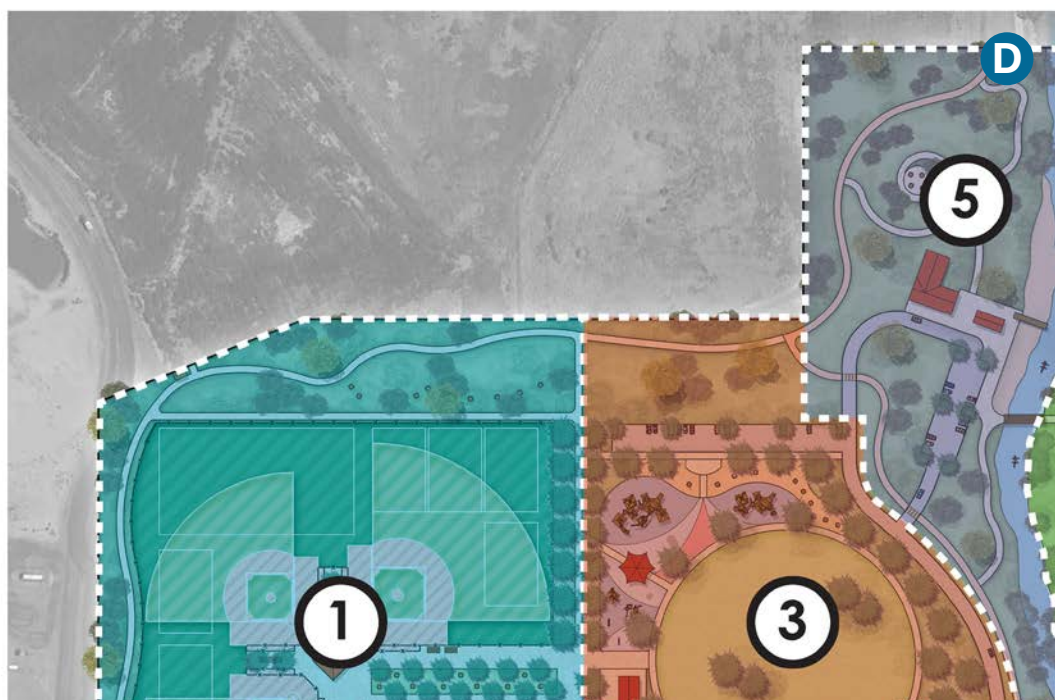
- MAINTENANCE BUILDING
- TRAIL HEAD PARKING + EQUESTRIAN

### PHASE THREE

- OPEN MEADOW
- CONCESSION RESTROOM
- BOCCIE BALL COURTS
- PAVILLION
- DESTINATION PLAYGROUND
- GROUP PICNIC AREA - PLAY AREA
- SHADE STRUCTURE
- PARKING
- MULTI-USE TRAIL

### PHASE FOUR

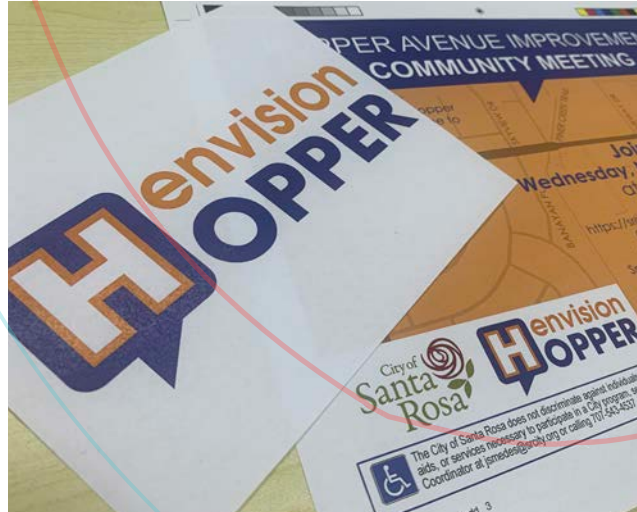
- HISTORIC GILBERT HOUSE
- EVENT LAWN
- VISITOR/ADMIN BUILDING
- COMMUNITY GARDEN



# 01 | YOUR PROJECT Maximizing Community Involvement

## PROJECT BRANDING

Developing a project specific brand helps to improve project identity and recognition while helping to set collateral apart from junk mail.

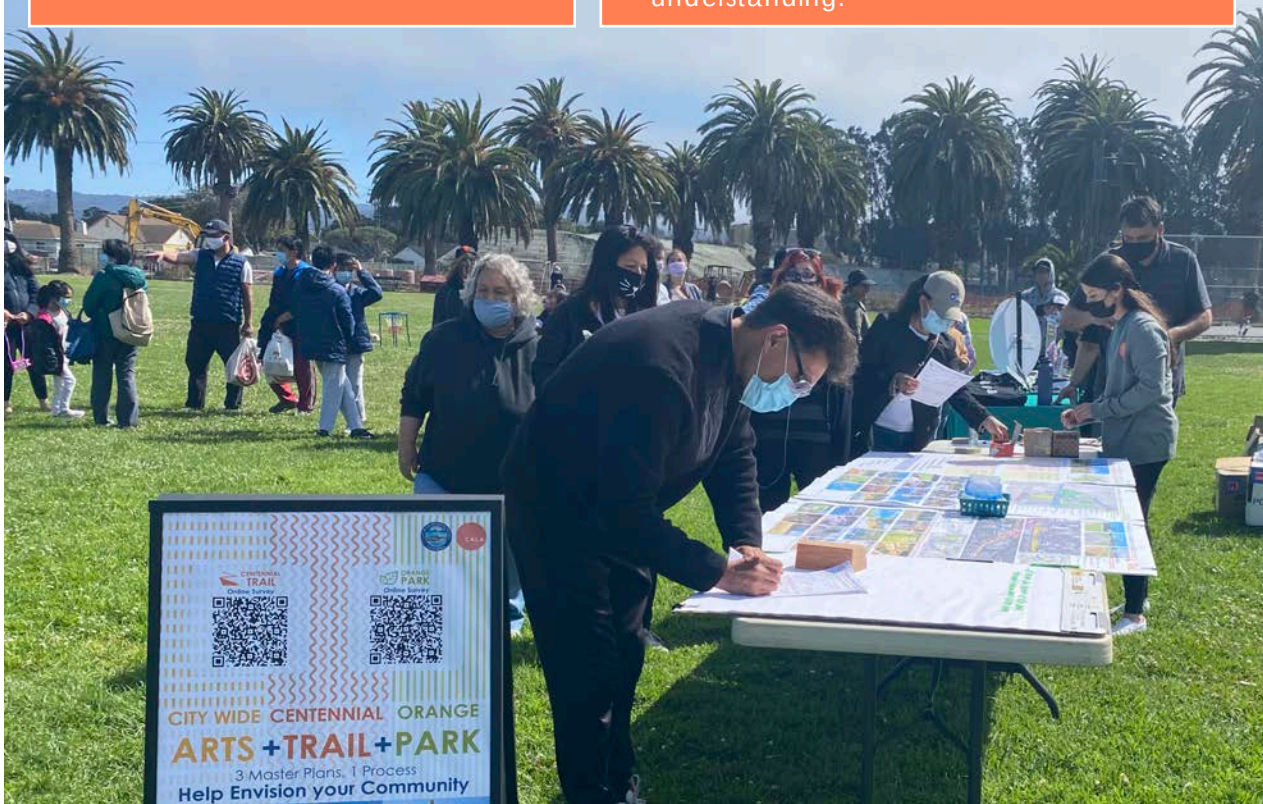


## GETTING THE WORD OUT

We use multiple platforms to advertise outreach events such as print and web based, mailers and on-site posters/sandwich boards, as well as social media. This approach is proven to maximize participation.

## MULTIPLE METHODS

We don't just rely on traditional meetings to obtain input. Community pop-up events, open houses, and online surveys are proven to bolster input and awareness about your project. Our methods strive to provide flexibility for participants while creating engaging, graphics based, opportunities to provide input and maximize project understanding.



# 01 | YOUR PROJECT Focus on Implementation



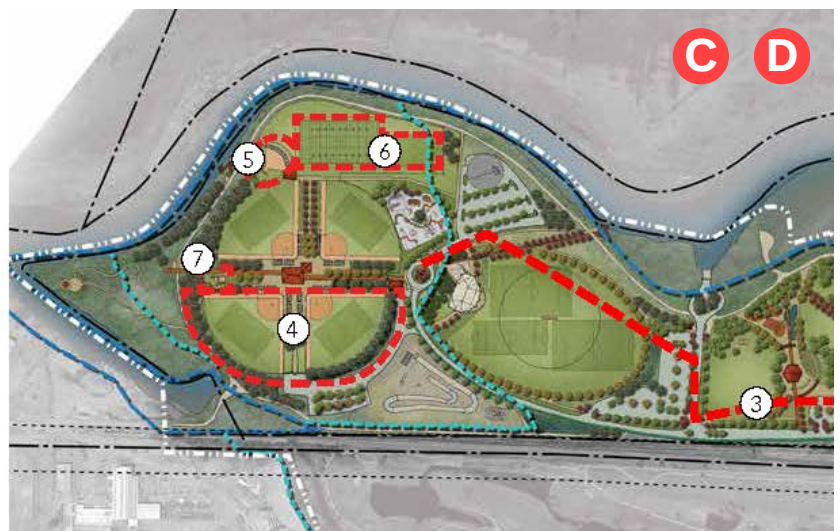
- A** **FUNDING SUCCESS** - We will meet early with your grant writer to ensure that the project process, and the overall master plan, provides the background and tools that the funding agencies are looking for most.
- B** **DESIGN EXCELLENCE** - We don't forget that a master plan not only needs to meet programmatic and functional requirements but must inspire and excite stakeholders, funding agencies, and the community at large.
- C** **CRAFTING A ROAD MAP** - Our plans not only document a vision, but also strive to clearly document the steps necessary for implementation so that it becomes a resource for City staff charged with moving the project forward.
- D** **BASED IN REALITY** - We ensure that our project estimates are based on current bid results, include all soft costs along with inflation factors, and are broken down into logical phases of construction. This provides confidence in the plan as a budgeting tool.



Implementation strategy ensures that the project will move from the conceptual stage to become a reality. The strategy was developed with consideration to total prioritization of realistic project phasing, opportunities for schedules for regulatory reviews.

## PHASING CONSIDERATIONS

Phasing recommendations are based on direction from the Master Plan, results from interviews with project stakeholders, areas ready to be developed, and an estimated target first. The phasing was presented to the Parks and Recreation and City Council for review and comment. The focus of



## 02 | OUR PROPOSAL Scope Of Work

We have crafted the below detailed scope of work to best address your unique project needs. Under contract to the City of Oakley, CALA will prepare plans and specifications delineating these improvements. To assist you in these efforts, we would propose to complete the following tasks in chronological order. The items shown in **bold-face italics** are documents that we would prepare as part of our tasks.

### **1.0 MASTER PLAN**

- 1.01 **Start-up Meeting:** Attend an initial meeting with City staff to review and discuss the previous master plan efforts, project goals and objectives of current planning efforts, schedule, budget, outreach strategy, and available base information since the previous planning effort. Identify project stakeholders and confirm methods of outreach. Prepare **agenda** and **meeting summary**.
- 1.02 **Outreach Memo:** Based on discussions at the start-up meeting, prepare an **outreach plan memo** that documents decisions, dates, locations, roles and responsibilities to guide the planning and notification of stakeholder and public meetings. Strategies to be considered include but are not limited to: mailers, electronic notifications and social media postings, posters at community facilities, community liaisons, and local partnerships. For meetings required to be held virtually, discuss how to meet the needs of community members with limited access to internet. Prepare a **project schedule** for the City's review.
- 1.03 **Base Data Acquisition and Review:** Obtain base data from the City and from stakeholders responsible for related/adjacent projects that have been developed for the park since the previous planning effort. Combine materials with available aerial imagery to prepare a project base sheet at twenty scale.
- 1.04 **Opportunities and Constraints Plan:** Using the above base sheet, prepare an **opportunities and constraints plan**. The plan will show existing conditions such as land use, existing facilities / zones on site, circulation patterns, and identify key observations such as opportunity areas, connection points, social areas and use conflicts.
- 1.05 **Program Item Image Boards:** Using the previously prepared program **image boards** and presentations from previous planning efforts, proceed to develop a series of image boards depicting potential amenities and programs elements that could be accommodated on site. The purpose of these boards is to illustrate potential opportunities to the public in order to solicit input and priorities.
- 1.06 **Open House Materials:** Utilizing existing conditions plan, site photos, opportunities and constraints plan and previous master plan, develop supporting materials for the upcoming open house. This may include sign in sheets, questionnaires, project goals and objectives boards, online survey, and other materials as needed.
- 1.07 **Meeting Flyer / Newsletter:** Prepare artwork and draft text for use in **meeting flyer**. Collaborate with the City on content, and furnish artwork as a digital file for the City's use in printing and distributing mailers and for posting to the City's website. Meeting flyer to be double-sided postcard format with graphic on the front and meeting specifics on the back. Flyers will also be reformatted into a poster for placement in community centers and other locations to be determined throughout the City. CALA to provide digital artwork to city for printing and distribution. Meeting flyers/posters will be developed for each community meeting.
- 1.08 **Review Meeting:** Present all materials generated to date, including **existing conditions plan, opportunities and constraints plan, and workshop materials** at a single virtual meeting. Review and discuss changes as warranted in preparation for community meeting #1. Prepare **meeting summary**.
- 1.09 **Stakeholder Outreach:** Allow for up to three (3) virtual meetings with City staff and individual stakeholders to introduce the project and solicit input on park elements, connections to adjacent projects, and other considerations. Stakeholders will be discussed during the startup meeting and may include adjacent land owners, homeowner's agencies, and the Department of Water Resources. Prepare meeting summary for each meeting.

## 02 | OUR PROPOSAL Scope Of Work

- 1.10 **Community Open House #1:** Present above information and related graphics in a public meeting and facilitate dialogue and prioritization exercise with public to refine design program. Without knowing whether public gatherings will be a possibility, assume that outreach will include a combination of a single in person open house event (three hours total), a single pop-up events (two hours), and an online survey. As part of the kick off meeting and outreach plan development this approach can be further refined. Record and summarize feedback in an **outreach summary memo**.
- 1.11 **Program Memo:** Prepare **design program** based on input received from above meetings. Program will be the basis for design alternatives.
- 1.12 **Master Plan Alternatives:** Based on information gathered and comments received from above, develop two (2) **sketch design alternatives** illustrating variations in proposed improvements, program items, and locations. Alternatives will be drawn at 1" = 20' scale and rendered in color for presentation purposes.
- 1.13 **Supporting Materials:** Prepare (1) **materials board** and (1) **plant materials board** to illustrate proposed park material standards. Boards will illustrate proposed site furnishings, play equipment, lighting, plant materials, etc.
- 1.14 **Review Meeting:** Present the above at a single virtual meeting with City staff. This meeting shall include participation from the city's grant writer which would include a discussion of upcoming grant opportunities, the focus of each, and how the project and process can address best the evaluation criteria of each. Revise plans and graphics as warranted.
- 1.15 **Community Open House #2:** Provide updated **meeting flyer** graphics to City for distribution to community. Assume that this round of outreach will again include a combination of a single in person open house event, a single pop-up events, and online surveys. Record public comments and prepare **meeting summary** for review by City.
- 1.16 **City Council Meeting:** Present the master plan alternatives and feedback generated at a single City Council meeting. Prepare **PowerPoint presentation** to walk the Council through the process, input received, and direction for the draft master plan. Solicit feedback and incorporate into the below tasks.
- 1.17 **Draft Master Plan:** Prepare a single **draft master plan** incorporating public and City comments provided previously. Revise the **park materials boards** and **cost estimate** as warranted. Incorporate the above information into a **draft master plan booklet**, 8 ½ x 11 booklet form, to include documentation on process, program development, concept plans and graphics, and preferred master plan as well as cost estimates and phasing plan. Submit to City for review. The previous master plan will be used as the template for the draft master plan.
- 1.18 **Cost Estimate & Phasing Plan:** Develop a detailed **estimate of probable construction costs** along with a narrative for the phasing strategy. Estimate to include separate line items for each element depicted on plan, as well as project start up and construction contingencies. Incorporate estimate and phasing strategies into draft master plan.
- 1.19 **Review Meeting:** Present **draft master plan** at a single virtual meeting with City staff. Note comments for subsequent revisions. Prepare **written summary**.
- 1.20 **City Council:** Update **PowerPoint presentation** to summarize process, draft master plan, and supporting materials. Present to City Council and provide clarifications and responses to Council members. Prepare **written summary**.
- 1.21 **Final Master Plan:** Make minor revisions to booklet as identified during City Council Meeting. Submit digital version and 5 color copies of the **final master plan** for City use.

## Callander Associates Landscape Architecture

**Fee Summary**  
**OAKLEY REGIONAL PARK CIP #176**

October 27 2022

**Overall**

Based on the "Scope of Work" prepared by Callander Associates (as part of our proposal), and the "Task Matrix" dated October 27 2022 we have prepared the following summary of compensation. All fees are lump sum, not to exceed unless otherwise noted.

**Basic Services**

|     |                        | Totals      |
|-----|------------------------|-------------|
| 1.0 | Master Plan (lump sum) | \$71,256.00 |
|     | Reimbursables          | \$3,500.00  |
|     | Total Fees             | \$74,756.00 |

**Total Basic Services****\$74,756**

All reimbursable expenses, including the communication and insurance surcharge noted on our Standard Schedule of Compensation dated 2023 (San Jose and Burlingame), would be invoiced as a separate line item.

**Reimbursable Expenses Rates**

Expenses

cost + 15%

*printing and reproductions, postage and delivery, mileage, travel expenses (hotel / food), testing and outside services, and other project related expenses*

Subconsultant Administration

cost + 10%

Communications and Insurance Surcharge

2.5% of total fees

# 02 OUR PROPOSAL Task Matrix

## Task Matrix Oakley Regional Park CIP #176 10/27/2022

|            |                                    | Callander Associates' Personnel and Rates |                     |                           |                     |                       |                     |                          |                    |                              |                  |              |                     |
|------------|------------------------------------|-------------------------------------------|---------------------|---------------------------|---------------------|-----------------------|---------------------|--------------------------|--------------------|------------------------------|------------------|--------------|---------------------|
| Phase      | Description                        | Principal<br>@ \$240                      |                     | Proj Manager 2<br>@ \$171 |                     | Designer 1<br>@ \$148 |                     | Administrator<br>@ \$123 |                    | Construction Man.<br>@ \$183 |                  | CA Fees      |                     |
|            |                                    | hrs                                       | \$'s                | hrs                       | \$'s                | hrs                   | \$'s                | hrs                      | \$'s               | hrs                          | \$'s             | hrs          | \$'s                |
| <b>1.0</b> | <b>Master Plan</b>                 |                                           |                     |                           |                     |                       |                     |                          |                    |                              |                  |              |                     |
| 1.01       | Start-up Meeting                   | 4.0                                       | \$ 960.00           | 6.0                       | \$ 1,026.00         | -                     | \$ -                | 1.0                      | \$ 123.00          | -                            | \$ -             | 11.0         | \$ 2,109.00         |
| 1.02       | Outreach Memo                      | 1.0                                       | \$ 240.00           | 2.0                       | \$ 342.00           | -                     | \$ -                | 4.0                      | \$ 492.00          | -                            | \$ -             | 7.0          | \$ 1,074.00         |
| 1.03       | Base Data Acquisition and Review   | -                                         | \$ -                | 3.0                       | \$ 513.00           | 4.0                   | \$ 592.00           | -                        | \$ -               | -                            | \$ -             | 7.0          | \$ 1,105.00         |
| 1.04       | Opportunities and Constraints Plan | 1.0                                       | \$ 240.00           | 8.0                       | \$ 1,368.00         | 14.0                  | \$ 2,072.00         | -                        | \$ -               | -                            | \$ -             | 23.0         | \$ 3,680.00         |
| 1.05       | Program Item Image Boards          | 1.0                                       | \$ 240.00           | 4.0                       | \$ 684.00           | 12.0                  | \$ 1,776.00         | -                        | \$ -               | -                            | \$ -             | 17.0         | \$ 2,700.00         |
| 1.06       | Open House Materials               | 1.0                                       | \$ 240.00           | 6.0                       | \$ 1,026.00         | 8.0                   | \$ 1,184.00         | 4.0                      | \$ 492.00          | -                            | \$ -             | 19.0         | \$ 2,942.00         |
| 1.07       | Meeting Flyer/Newsletter           | 1.0                                       | \$ 240.00           | 4.0                       | \$ 684.00           | 8.0                   | \$ 1,184.00         | -                        | \$ -               | -                            | \$ -             | 13.0         | \$ 2,108.00         |
| 1.08       | Review Meeting                     | 2.0                                       | \$ 480.00           | 3.0                       | \$ 513.00           | 6.0                   | \$ 888.00           | 1.0                      | \$ 123.00          | -                            | \$ -             | 12.0         | \$ 2,004.00         |
| 1.09       | Stakeholder Outreach               | 8.0                                       | \$ 1,920.00         | 8.0                       | \$ 1,368.00         | -                     | \$ -                | 3.0                      | \$ 369.00          | -                            | \$ -             | 19.0         | \$ 3,657.00         |
| 1.10       | Community Open House #1            | 6.0                                       | \$ 1,440.00         | 8.0                       | \$ 1,368.00         | 12.0                  | \$ 1,776.00         | 1.0                      | \$ 123.00          | -                            | \$ -             | 27.0         | \$ 4,707.00         |
| 1.11       | Program Memo                       | 1.0                                       | \$ 240.00           | 2.0                       | \$ 342.00           | -                     | \$ -                | -                        | \$ -               | -                            | \$ -             | 3.0          | \$ 582.00           |
| 1.12       | Master Plan Alternatives           | 6.0                                       | \$ 1,440.00         | 16.0                      | \$ 2,736.00         | 40.0                  | \$ 5,920.00         | -                        | \$ -               | -                            | \$ -             | 62.0         | \$ 10,096.00        |
| 1.13       | Supporting Materials               | 1.0                                       | \$ 240.00           | 6.0                       | \$ 1,026.00         | 8.0                   | \$ 1,184.00         | -                        | \$ -               | -                            | \$ -             | 15.0         | \$ 2,450.00         |
| 1.14       | Review Meeting                     | 2.0                                       | \$ 480.00           | 3.0                       | \$ 513.00           | 6.0                   | \$ 888.00           | 1.0                      | \$ 123.00          | -                            | \$ -             | 12.0         | \$ 2,004.00         |
| 1.15       | Community Open House #2            | 6.0                                       | \$ 1,440.00         | 8.0                       | \$ 1,368.00         | 12.0                  | \$ 1,776.00         | 1.0                      | \$ 123.00          | -                            | \$ -             | 27.0         | \$ 4,707.00         |
| 1.16       | City Council Meeting               | 6.0                                       | \$ 1,440.00         | 8.0                       | \$ 1,368.00         | -                     | \$ -                | 1.0                      | \$ 123.00          | -                            | \$ -             | 15.0         | \$ 2,931.00         |
| 1.17       | Draft Master Plan                  | 8.0                                       | \$ 1,920.00         | 24.0                      | \$ 4,104.00         | 40.0                  | \$ 5,920.00         | 4.0                      | \$ 492.00          | -                            | \$ -             | 76.0         | \$ 12,436.00        |
| 1.18       | Cost Estimate & Phasing Plan       | 1.0                                       | \$ 240.00           | 4.0                       | \$ 684.00           | 8.0                   | \$ 1,184.00         | 4.0                      | \$ 492.00          | 2.0                          | \$ 366.00        | 19.0         | \$ 2,966.00         |
| 1.19       | Review Meeting                     | 2.0                                       | \$ 480.00           | 3.0                       | \$ 513.00           | -                     | \$ -                | 1.0                      | \$ 123.00          | -                            | \$ -             | 6.0          | \$ 1,116.00         |
| 1.20       | City Council                       | 6.0                                       | \$ 1,440.00         | 8.0                       | \$ 1,368.00         | -                     | \$ -                | 1.0                      | \$ 123.00          | -                            | \$ -             | 15.0         | \$ 2,931.00         |
| 1.21       | Final Master Plan                  | 4.0                                       | \$ 960.00           | 4.0                       | \$ 684.00           | 8.0                   | \$ 1,184.00         | 1.0                      | \$ 123.00          | -                            | \$ -             | 17.0         | \$ 2,951.00         |
|            | <b>SUBTOTAL 1.0</b>                | <b>68.0</b>                               | <b>\$ 16,320.00</b> | <b>138.0</b>              | <b>\$ 23,598.00</b> | <b>186.0</b>          | <b>\$ 27,528.00</b> | <b>28.0</b>              | <b>\$ 3,444.00</b> | <b>2.0</b>                   | <b>\$ 366.00</b> | <b>422.0</b> | <b>\$ 71,256.00</b> |

|                           |               |                     |
|---------------------------|---------------|---------------------|
| 1.0 Master Plan           | hrs           | CALA                |
| Reimbursables (allowance) | 422.00        | \$ 71,256.00        |
| <b>TOTAL COMPENSATION</b> | <b>422.00</b> | <b>\$ 74,756.00</b> |

## 02 | OUR PROPOSAL Schedule Of Compensation



www.callanderassociates.com

Recreate  
Educate  
Live+Work  
Connect  
Sustain

### Standard Schedule of Compensation 2023 San Jose & Burlingame

#### GENERAL

The following list of fees and reimbursable expense items shall be used in the provision of services described in the agreement. These amounts shall be adjusted in January, upon issuance of an updated Standard Schedule of Compensation:

#### Hourly Rates

|                              |             |
|------------------------------|-------------|
| Principal                    | \$240 /hour |
| Senior Associate             | \$218 /hour |
| Associate                    | \$208 /hour |
| Construction Manager         | \$183 /hour |
| Senior Project Manager       | \$188 /hour |
| Project Manager 1            | \$180 /hour |
| Project Manager 2            | \$171 /hour |
| Job Captain                  | \$158 /hour |
| Designer 1                   | \$148 /hour |
| Designer 2                   | \$135 /hour |
| Assistant Designer           | \$120 /hour |
| Accounting                   | \$182 /hour |
| Senior Project Administrator | \$138 /hour |
| Project Administrator        | \$123 /hour |

#### Reimbursable Expenses Rates

|                                                                                                                                                                    |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Expenses                                                                                                                                                           | cost + 15%         |
| <i>printing and reproductions, postage and delivery, mileage, travel expenses (hotel / food), testing and outside services, and other project related expenses</i> |                    |
| Communications and Insurance Surcharge                                                                                                                             | 2.5% of total fees |

|                                     |                            |
|-------------------------------------|----------------------------|
| <u>Subconsultant Administration</u> | 10% of Subconsultant Costs |
|-------------------------------------|----------------------------|

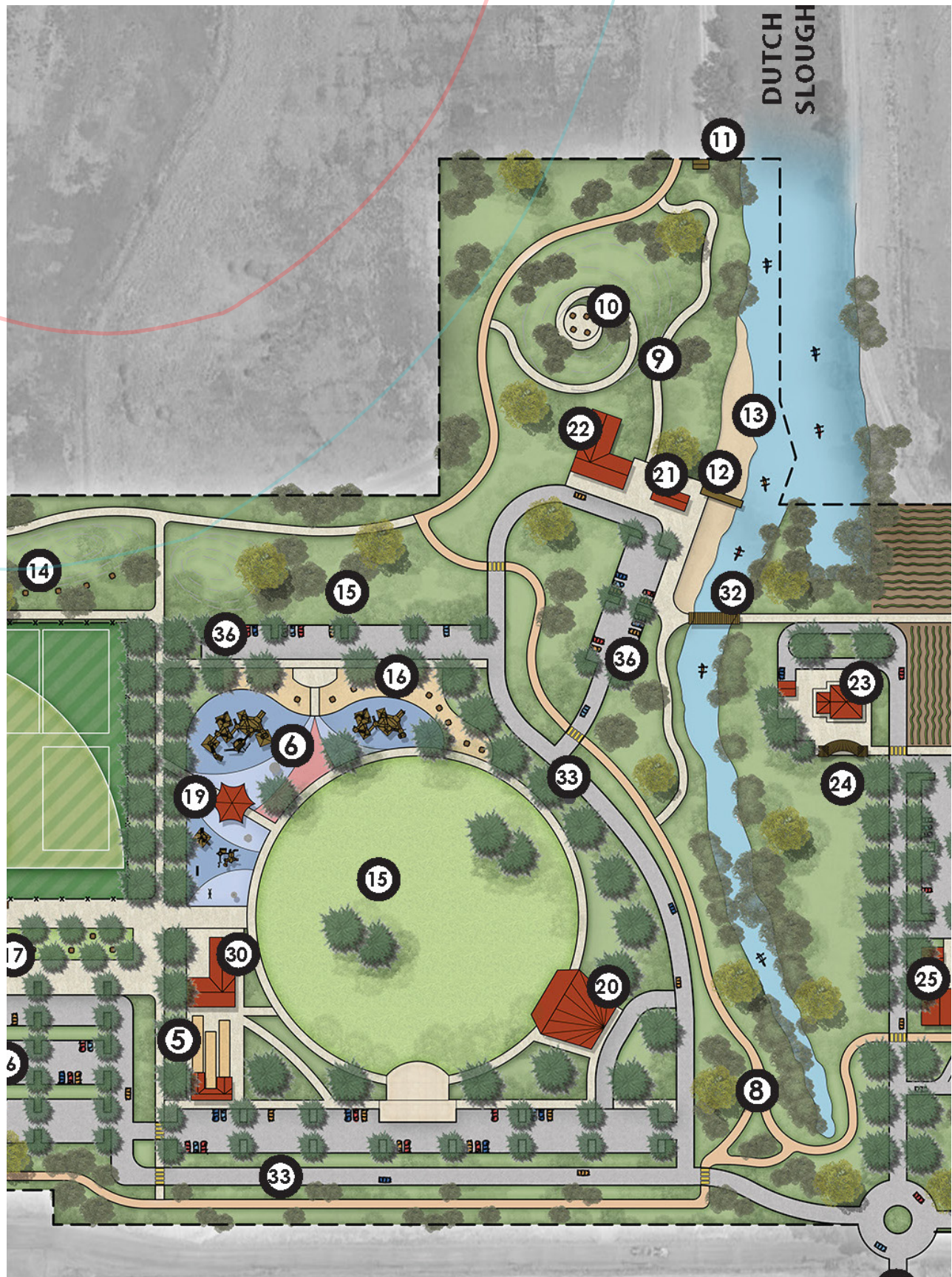
#### PAYMENTS

Payments are due within ten days after monthly billing. Callander Associates reserves the right to suspend services for non-payment if payment is not received within a period of 60 days after invoice date. Additionally invoices 60 days past due are subject to a 1.5% per month interest charge. Retainer amounts, if indicated, are due upon signing the agreement and shall be applied to the final invoice for the project.

**BURLINGAME**  
1633 Bayshore Highway, Suite 133  
Burlingame, CA 94010  
T 650.375.1313

**GOLD RIVER**  
12150 Tributary Point Drive, Suite 140  
Gold River, CA 95670  
T 916.985.4366

**SAN JOSE**  
2025 Gateway Place, Suite 285  
San Jose, CA 95110  
T 408.275.0565





## WHO WE ARE

Since 1973, Callander Associates (CALA) has helped public agencies create vital outdoor spaces for the betterment of their communities. Those 49 years of specialization in public projects includes the full range of services, from pre-project feasibility and funding through construction management and refurbishment. Our firm works closely with design professionals and the community on public and private projects to facilitate creative and comprehensive design possibilities and to provide clients with integrated design services. These services include site planning and design, regulatory agency submittals and reviews, and construction administration services. Our ability to collaborate with neighbors, departmental staff, and other stakeholders has been a cornerstone of our clients' success.



## Brian Fletcher, PLA, ASLA Principal in Charge

Brian's dedication to the design and community engagement process has not gone unnoticed and as a result Brian has been recognized by ASLA with a National Honor Award and he has been invited to speak at a variety of conferences. He has overseen the implementation of variety of multi-million dollar recreational projects throughout the greater SF Bay Area. Brian will utilize this extensive background to design, manage and facilitate an extensive community engagement campaign to ensure maximum participation in the planning process.

### Education

B.S. of Landscape Architecture,  
Cal Poly, SLO

### Certifications/Registrations

California LA #4671

Leadership in Energy and  
Environmental Design (LEED)  
Accredited Professional

### Organizations

Member, American Society of  
Landscape Architecture (ASLA)

Member, Urban Land Institute

### Presentations

Presenter, "Community  
Enhancement through Trails",  
Annual Trails and Greenways  
Conference

Presenter, "Active Spaces",  
San Mateo County Public  
Health Conference

## Key Project Experience

Passatempo Park, Dublin  
Old Town Plaza, Elk Grove  
Stojanovich Park, Campbell  
Oakley Regional Park, Oakley  
Laurie Meadows Park, San Mateo  
Oakley Regional Park Advancement, Oakley  
Vista Montana 5 Acre Park, San Jose  
Crestview Park, San Carlos  
Plaza del Sol, Sunnyvale  
Orange Memorial Park Master Plan, South San Francisco  
Centennial Way Trail Master Plan, South San Francisco  
Napa Parks Assessment, Napa  
Santa Rosa Parks Assessment, Santa Rosa  
Bedwell Bayfront Park Master Plan, Menlo Park  
Devany Square Park, Dublin  
Educational Park Branch Library, San Jose  
Cooley Landing, East Palo Alto  
Rumrill Park, San Pablo  
Bay Meadows Community Park Master Plan, San Mateo  
Fremont Park, Menlo Park  
Orchard Heritage Park, Sunnyvale

25 years with CALA

## Zach Katz, PLA, RQP Project Manager

Since joining CALA in 2012, Zach has proven himself to be a very versatile member of our staff, contributing to everything from plan preparation and visual simulations to construction detailing and development of plans in compliance with ReScape (formerly Bay Friendly) Design Guidelines. Zach's passions include sustainable design and many projects have benefited from the thoughtful approach he brings to all of his work. Zach's expertise in the use of cutting edge rendering platforms, such as Sketchup, has been key to the development of very high quality graphics.



## Key Project Experience

Rumrill Park, San Pablo  
Laurie Meadows Park, San Mateo  
Orange Memorial Park Master Plan, South San Francisco  
Oakley Regional Park, Oakley  
Regional Park Advancement, Oakley  
Ocean View Park, Half Moon Bay  
Oakley Community Center, Oakley  
Old Town Plaza, Elk Grove  
Emeryville Greenway, Emeryville  
Werder and Destination Park, San Mateo  
Centennial Way Trail Master Plan Update, South San Francisco  
Mission Road Park Site, South San Francisco  
Sports Field Renovations, Hayward  
Crocker Industrial Park, Brisbane  
Kennedy Park Master Plan, Napa

### Education

B.S. Landscape Architecture  
University of Oregon

### Certifications/Registrations

California LA #6170

ReScape Qualified Professional  
(RQP)

10 years with CALA



## Dania Castro Project Designer

Dania began her journey with CALA just over four years ago where she brought her strong critical thinking experience within the design-build realm along with her passion for sustainable design.

Currently pursuing her license, Dania is a one-of-a-kind designer who roots her inspiration from everything around her. Whether it's coming from community members at public outreach events or the site itself, her ability to immerse herself and empathize fuels her motivation in order to provide creative solutions that have transformed the projects on which she works.

### Education

B.S. in Landscape Architecture,  
Cal Poly Pomona

### Certifications/Registrations

Project Management Training,  
PSMJ



## Shawn Sanfilippo Construction Manager

Shawn joined Callander Associates in 2001 and has served as our full-time construction manager ever since. In the 21 years since joining the firm Shawn has become extremely proficient in the provision of construction administration, landscape inspection, irrigation auditing, and arborist services. His responsibilities are to maintain budgets and schedules, work closely with both client and contractor, and oversee construction for conformance with the contract documents. By using a variety of checklists and related tools, Shawn is able to quickly resolve site issues, avoid potential delays, and facilitate timely responses. Benefits to the client include enhanced quality control, reduced response times, and reduced client staff involvement.

### Education

B.S. in Landscape Architecture,  
Cal Poly San Luis Obispo

### Certifications/Registrations

Certified Arborist, ISA  
#WE-8874A

Certified Stormwater  
Inspector #11758 (CSI)

Certified Landscape Irrigation  
Auditor #7399 (CLIA)

ISA Tree Risk Assessment  
Certification (ISA TRAQ)



# Orange Memorial Park

## *Community Based Master Plan*

### *South San Francisco*

## Basic Information

CALA is currently working with the City of South San Francisco on updating master plans for the 26-acre Orange Memorial Park and the 2.5-mile long Centennial Way Trail. CALA prepared the previous versions of both master plans and was retained by the City to update them based on new opportunity areas, changing site conditions and current recreational needs.

## Project Relevance

- ✓ Extensive community and stakeholder engagement
- ✓ Larger community signature facility
- ✓ Supports a wide range of user groups and civic facilities

## Services Provided

- Outreach plan leadership
- Community engagement facilitation
- Alternatives analysis
- Master Plan preparation



## Kennedy Park Master Plan Napa

### Basic Information

Kennedy Park is Napa's largest community park, covering approximately 200 acres. The purpose of the Kennedy Park Master Plan was to develop a strategic planning tool for the Napa Parks and Recreation Services Department that will provide clear direction and a vision for future planning and development of this large recreational amenity.

### Project Relevance

- ✓ Extensive community and stakeholder engagement
- ✓ Larger community signature facility adjacent to a water body
- ✓ Supports a wide range of user groups and civic facilities

### Services Provided

- Outreach plan leadership
- Community engagement facilitation
- Alternatives analysis
- Master Plan preparation



## Cordelia Community Park Multiple Phase Implementation Cordelia

### Basic Information

After over 15 years of planning by the community Cordelia Community Park is open to the public. CALA performed detailed analysis and master planning of the 48 acre site. The plan fostered a number of grant awards which resulted in multiple phases of implementation. Phase One included median improvements, multi-use ball fields, toddler and school age playgrounds, and a restroom building. Phase Two included a roller hockey rink, skate node, restroom building, group picnic area, bocce ball courts, horseshoe pits, small and large dog parks, multiuse trails and a parking lot. Phase Three included putting green, tennis courts, sand volleyball courts, additional picnic shelters, overlooks, additional educational signage and fitness areas.

### Project Relevance

- ✓ Extensive community and stakeholder engagement
- ✓ Larger community signature facility
- ✓ Supports a wide range of user groups and civic facilities
- ✓ Master Plan supported helped facilitate funding from a number of sources

### Services Provided

- Outreach plan leadership
- Community engagement facilitation
- Alternatives analysis
- Master Plan preparation
- Multiple phases of construction documents
- Large multi-disciplinary design team leadership
- Construction documentation
- Construction support services





## STAFF REPORT

**DATE:** November 8, 2022

**TO:** Joshua McMurray, City Manager

*Approved and Forwarded to the City Council*

**FROM:** Kevin Rohani, P.E., Public Works Director/City Engineer

**SUBJECT:** Award of Construction Contract to Mercoza for the construction of Fiscal Year 2022/23 Curb, Gutter, & Sidewalk Repair and Replacement Project, Capital Improvement Project Number 275

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### **Background and Analysis**

The City's adopted Fiscal Year (FY) 2022/23 Capital Improvement Program Budget designates funding for various infrastructure repair and replacement projects. This is consistent with the City of Oakley's Strategic Plan to improve the quality of the City's public infrastructure and to enhance the quality of life for our residents.

Capital Improvement Project No. 275 includes the repair and replacement of damaged/ uplifted sidewalks or curb and gutter throughout the City of Oakley. The project is done annually to eliminate trip and fall hazards, and to provide safe streets and sidewalks for pedestrians in the community. Tree roots are a major cause of sidewalk uplifts, and this project is targeting some of the worst areas in the City where tree roots have damaged the concrete beyond any temporary repair.

Additionally, this project will work in coordination with the adopted 50-50 Concrete Repair Cost Share Program that helps the property owners in dealing with concrete curb, gutter, and sidewalk related problems, such as uplifts from tree root overgrowth. The 50-50 Concrete Repair Cost Share Program provides the City assistance in managing the repair and replacement contract, as well as sharing the cost with the property owners. This project will help in providing safe pedestrian facilities and reduce liability and claims for trip and fall accidents.

On October 18, 2022, ten (10) total bids were received for this project. Staff reviewed the bids and determined that Mercoza was the lowest responsible bidder for the project at a cost of \$128,271.00.

The construction of this project is anticipated to start in early 2023 after the holiday season.

**Consistency with the Oakley Strategic Plan 27+**

This item is consistent with the Strategic Plan 27+ Community Health and Safety goals.

**Fiscal Impact**

The FY 2022/23 budget has allocated funding from the Gas Tax fund for this project, which will fully fund the project construction.

**Staff Recommendation**

Staff recommends that the City Council adopt the resolution approving a construction agreement with Mercoza for an amount not to exceed \$128,271.00, and to authorize the City Manager to execute said agreement.

Additionally, due to variables associated with construction projects, and to address unforeseen circumstances during the course of construction; staff further recommends that the City Council authorize staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$15,000 for work beyond what is defined in the base project bid.

**Attachments**

1. Resolution
2. Bid Summary

RESOLUTION NO. \_\_-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING AN AGREEMENT WITH MERCOZA FOR THE CONSTRUCTION OF FISCAL YEAR 2022/23 CURB, GUTTER, & SIDEWALK REPAIR AND REPLACEMENT PROJECT – CAPITAL IMPROVEMENT PROJECT NUMBER 275**

**WHEREAS**, City Staff prepared the plans, specifications, and estimates for the construction of Capital Improvement Project (CIP) No. 275 - Curb, Gutter, & Sidewalk Repair and Replacement Project which includes curb, gutter, sidewalk repairs, grinding, and other related work; and

**WHEREAS**, the plans, specifications and special provisions were publicly advertised for bidding, with the bid period closing at 2:00 P.M. on Tuesday, October 18, 2022; and

**WHEREAS**, ten (10) bids were received prior to the close of the bidding process; and

**WHEREAS**, Mercoza submitted the lowest responsible bid for a total cost of \$128,271 for the work; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Oakley that the Agreement with Mercoza for the construction of the Fiscal Year 2022/23 Curb, Gutter, & Sidewalk Repair and Replacement Project - CIP 275, for an amount not to exceed \$128,271 is approved, and the City Manager is hereby authorized to execute said Agreement and change orders in an amount not to exceed \$15,000 as necessary. The bid results are attached hereto as **Exhibit A**.

**PASSED AND ADOPTED** by the City Council of the City of Oakley at a meeting held on the 8<sup>th</sup> of November 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

\_\_\_\_\_  
Randy Pope, Mayor

ATTEST:

\_\_\_\_\_  
Libby Vreonis, City Clerk

\_\_\_\_\_  
Date

City of Oakley Public Works Department  
CIP No. 275 - FY 2022-23 Curb, Gutter, & Sidewalk Repair and Reconstruction Project  
Certified Bid Tabulation Bid opening: October 18, 2022 at 2:00 P.M. at the Civic Center

|   |                     |       |    | Engineers Estimate |              | Mercoza    |            | Swisher Cement Conc. |            | R&R Pacific Construction |            | Kerex Engineering |            | FJ&I Engineering Inc. |            | MG and JC Concrete |            | JD Partners Concrete |            | Paulson Cox Const. Inc. |            | J.J.R. Construction, Inc. |            | FBD Vanguard Const. Inc. |            |
|---|---------------------|-------|----|--------------------|--------------|------------|------------|----------------------|------------|--------------------------|------------|-------------------|------------|-----------------------|------------|--------------------|------------|----------------------|------------|-------------------------|------------|---------------------------|------------|--------------------------|------------|
|   |                     |       |    | Unit Price         | Item Cost    | Unit Price | Item Cost  | Unit Price           | Item Cost  | Unit Price               | Item Cost  | Unit Price        | Item Cost  | Unit Price            | Item Cost  | Unit Price         | Item Cost  | Unit Price           | Item Cost  | Unit Price              | Item Cost  | Unit Price                | Item Cost  | Unit Price               | Item Cost  |
| 1 | R&R Sidewalk        | 4,735 | SF | 23.50              | \$111,272.50 | 23.00      | 108,905.00 | 22.50                | 106,537.50 | 25.00                    | 118,375.00 | 23.00             | 108,905.00 | 25.00                 | 118,375.00 | 27.00              | 127,845.00 | 26.00                | 123,110.00 | 33.00                   | 156,255.00 | 32.00                     | 151,520.00 | 40.00                    | 189,400.00 |
| 2 | R&R Curb and Gutter | 421   | LF | 44.00              | \$18,524.00  | 46.00      | 19,366.00  | 80.00                | 33,680.00  | 57.00                    | 23,997.00  | 90.00             | 37,890.00  | 100.00                | 42,100.00  | 80.00              | 33,680.00  | 100.00               | 42,100.00  | 60.00                   | 25,260.00  | 130.00                    | 54,730.00  | 135.75                   | 57,150.75  |
|   |                     |       |    |                    | \$129,796.50 |            | 128,271.00 |                      | 140,217.50 |                          | 142,372.00 |                   | 146,795.00 |                       | 160,475.00 |                    | 161,525.00 |                      | 165,210.00 |                         | 181,515.00 |                           | 206,250.00 |                          | 246,550.75 |

This certifies that all bids were received and opened on October 18, 2022, and that this is a copy of the bid tabulation with bids corrected for errors in addition and multiplication. By:





## STAFF REPORT

**DATE:** November 8, 2022

**TO:** Joshua McMurray, City Manager

*Approved and Forwarded to the City Council*

**FROM:** Kevin Rohani, P.E. Public Works Director/City Engineer

**SUBJECT:** Authorize the City Manager to execute an amendment to the Consulting Services Agreement with BKF Engineers, Inc. to provide Construction Support Services for the Downtown Gateway Plaza and Infrastructure Improvement Project – Capital Improvement Project Number 205

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### **Background and Analysis**

The City's adopted Fiscal Year (FY) 2022/23 Capital Improvement Program Budget designates funding for various infrastructure improvement projects. This is consistent with the City's Strategic Goals to improve the quality of the City's public infrastructure and to enhance the quality of life for our residents.

The Downtown Oakley renovation and improvement project on Main Street from Norcross Lane to 5th Street has been one of the most complex and important projects undertaken by the City of Oakley in recent years, and a key component for the growth and development of Downtown Oakley.

On October 23, 2018, the City Council awarded a design contract to BKF Engineers, Inc. for performing the design and the preparation of construction documents for the Downtown Gateway Plaza and Infrastructure Improvement Project. The design of this project has taken several years to complete due to the very involved design coordination efforts that were needed with the San Joaquin Joint Power Authorities who are designing the new Train Platform Station adjacent to the City's project. The new Train Platform Station will be constructed in Downtown Oakley, just north of Main Street between 2nd Street and Norcross Lane.

The design of the Downtown Gateway Plaza and Infrastructure Improvement Project has been completed and bid documents have been prepared. The project went through a formal bidding process resulting in the successful selection of a construction contractor at a very competitive price.

In order to ensure consistency and quality control as the project moves forward into the construction phase, staff now proposes to amend the BKF Engineers, Inc. contract to include support for the construction phase of the project.

Construction Support Services are an important element in this large scale and high-profile project because of the complexity of the design and coordination work involved. The following summary has been prepared to better understand the distribution of the work efforts for the construction of this project.

The key components of the construction for this project are:

- Day-to-day construction inspections: The City Engineering Inspector will monitor and inspect the contractor's daily work; measure and document quantities of material used on the project and ensure compliance with the plans and specifications.
- Coordination with the design team during construction: City Engineering staff will work closely with the contractor, downtown merchants, residents, and the design team to provide responses to inquiries and questions that may arise during the project's construction. This is an important role, especially on this project with many detailed design elements.
- Construction Support Services: This work requires the project consultant to provide field survey staking, review of all shop drawings and various product submittals for the construction, provide design clarifications and information, and attend various meetings. At the conclusion of the construction work, an as-built document for the project will also be prepared for the City by the design team.

BKF Engineers, Inc. will be assigned the task of providing Construction Support Services for this project along with their sub-consultants, as outlined in the attached proposal and scope of work. Staff recommends approval of the amendment to the BKF Engineers, Inc. contract to provide Construction Support Services in an amount not to exceed \$123,134.

#### **Consistency with the Oakley Strategic Plan 27+**

This item is consistent with the Strategic Plan 27+ Community Health and Safety goals.

#### **Fiscal Impact**

The FY 2022/23 budget has allocated funding from the General Capital Projects fund, Measure J, and Gas Tax, which will fully fund the Construction Support Services of this project.

#### **Staff Recommendation**

Staff recommends that the City Council adopt the resolution approving the proposal with BKF Engineers, Inc. and amend the agreement for providing Construction Support Services associated with the Downtown Gateway Plaza and Infrastructure Improvement Project – Capital Improvement Project Number 205 and authorize the City Manager to sign the amendment to the agreement.

**Attachments**

- 1) Resolution
- 2) BKF Engineers, Inc. Construction Support Services Proposal

RESOLUTION NO.\_\_\_\_-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY AUTHORIZING THE CITY MANAGER TO SIGN AN AMENDMENT TO THE CONSULTING SERVICES AGREEMENT WITH BKF ENGINEERS, INC. FOR CONSTRUCTION SUPPORT SERVICES FOR THE DOWNTOWN GATEWAY PLAZA AND INFRASTRUCTURE IMPROVEMENT PROJECT – CAPITAL IMPROVEMENT PROJECT NUMBER 205**

**WHEREAS**, as part of the Fiscal Year 2022/23 Budget, the City of Oakley approved a 5-Year Capital improvement Program (CIP); and

**WHEREAS**, BKF Engineers, Inc., was awarded the design contract by City Council on October 23, 2018; and

**WHEREAS**, the construction of CIP 205 is a complex process, and in order to ensure consistency and quality control as the project moves forward into the construction phase with its many components, Construction Support Services are needed from BKF Engineers, Inc; and

**WHEREAS**, as requested by the City, BKF Engineers, Inc., has submitted a proposal to provide Construction Support Services for the Downtown Gateway Plaza and Infrastructure Improvement for an amount not to exceed \$123,134; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that the City Council of the City of Oakley hereby approves the proposal from BKF Engineers, Inc. for providing Construction Support Services for CIP No. 205 - Downtown Gateway Plaza and Infrastructure Improvement project for an amount not to exceed \$123,134, in the form attached hereto as Exhibit A, and authorize the City Manager to execute the amendment to the original design agreement.

**PASSED AND ADOPTED** by the City Council of the City of Oakley at a meeting held on the 8th of November 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

ATTEST:

\_\_\_\_\_  
Randy Pope, Mayor

\_\_\_\_\_  
Libby Vreonis, City Clerk

\_\_\_\_\_  
Date



Kevin Rohani, PE  
Public Works Director/City Engineer  
City of Oakley  
3231 Main Street  
Oakley, CA 94561  
*Transmitted Via Email to Rohani@ci.oakley.ca.us*

**Subject: CIP 205 – Downtown Gateway Plaza and Infrastructure Improvement Project  
Construction Support Services**

Dear Mr. Rohani:

BKF Engineers welcomes the opportunity to submit this proposal and letter for construction support services for CIP 205 – Downtown Gateway Plaza and Infrastructure Improvement Project. From our coordination with City staff, we understand that BKF's scope of work will include the following:

**BKF Engineers (Civil, Grading, Drainage, Utilities):**

BKF will provide construction support services to the City for civil, grading, drainage and utilities including:

1. Project management.
2. Respond to contractor submittals and Requests for Information (RFIs).
3. Review and incorporate modifications from platform coordination
  - a. Including retaining wall/curb along the north edge of project.
4. Prepare change orders (up to 3 change orders) for changes to the design.
5. Attend up to 3 construction field meetings (includes punch list meeting).

**Gates & Associates (Planting and Irrigation):**

Gates & Associates will provide construction support services to the City for planting and irrigation including:

1. Respond to contractor submittals and RFIs.
2. Preparation of clarifications, drawings, coordination with Contractor and Design Team.
3. Prepare change orders (up to 2 change orders) for changes to the design.
4. Attend up to 2 site meetings to review site items during construction as needed.

**AEC (Lighting and electrical/EV Charge Stations):**

AEC will provide construction support services to the City for Lighting and Electrical/EV Charge Stations including:

1. Respond to electrical submittals and RFIs.
2. Coordination with PG&E and any change in the plans.
3. Prepare change orders (up to 2 change orders) for changes to the design.
4. Attend up to 2 site meetings to review site items during construction as needed.

**BCA (Structures):**

BCA will provide construction support services to the City for structures including:

1. Respond to contractor submittals and RFIs.
2. Prepare change orders (up to 2 change orders) for changes to the design.
  - a. Including retaining wall/curb along the north edge of project based on the following assumptions:
    - i. There is no wall type change and the max design height is no taller than the current design.
    - ii. No design calculations will be required.
    - iii. Only minor edits to the specifications will be required.
    - iv. Revised quantities will be prepared for the lengthened wall.
3. Attend one (1) site meeting to review site items during construction as needed.

BKF's fee for these services is as follows:

|                                                                                                    |                     |
|----------------------------------------------------------------------------------------------------|---------------------|
| <b>BKF Engineers (Civil, Grading, Drainage, Utilities):</b><br>Construction Support Services (BKF) | \$71,134.00         |
| <b>Gates &amp; Associates (Planting and Irrigation):</b><br>Construction Support Services (Gates)  | \$15,000.00         |
| <b>AEC (Lighting and EV Charge Stations):</b><br>Construction Support Services (AEC)               | \$15,000.00         |
| <b>BCA (Structures):</b><br>Construction Support Services (BCA)                                    | \$21,000.00         |
| <b>Reimbursibles</b>                                                                               | \$1,000.00          |
| <b>Total</b>                                                                                       | <b>\$123,134.00</b> |

These services will be invoiced monthly on a time-and-expense basis per the 2022 BKF Engineers Professional Services Rate Schedule. Payment is due within 14 days of receipt of invoice by client. Work will be performed in accordance with the California Water Service Company Terms and Conditions.

BKF Engineers' services are limited to those expressly set forth in this letter. It is understood that BKF will have no other obligations or responsibilities for the subject project except as provided herein or as otherwise agreed to in writing. For any additional services requested, we will prepare and submit a separate scope and fee prior to performing the work. Additional services will not be performed until formally authorized in writing (e.g. signed amendment, e-mail recognition) by client.

In providing services under this agreement, BKF shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

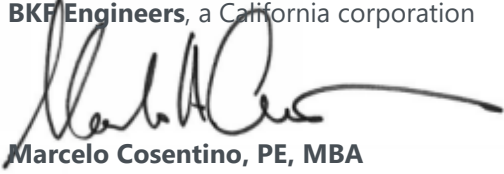
This agreement may be terminated by either party at any time for any reason with 7 days written notice. If client elects to terminate this agreement before our services are complete, BKF will issue a final invoice proportional to the services which were provided up to the date which services were terminated and client agrees to pay said invoice within 14 days of receipt.



Thank you for the opportunity to present this proposal and letter agreement. We look forward to assisting in the construction of this project. Please contact the undersigned at 408.706.4036 or mcosentino@bkf.com if you have any questions. Otherwise, please sign below to authorize us to proceed.

Respectfully,

**BKF Engineers**, a California corporation

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

**Marcelo Cosentino, PE, MBA**

Associate

License No. C69063

Attachments:

1. BKF 2022 Rate Sheet
2. Fee Schedule



**BKF ENGINEERS**  
**PROFESSIONAL SERVICES RATE SCHEDULE**  
EFFECTIVE MARCH 28, 2022

**CLASSIFICATION**

**HOURLY RATE**

**PROJECT MANAGEMENT**

|                                                               |          |
|---------------------------------------------------------------|----------|
| Principal/Vice President                                      | \$272.00 |
| Senior Associate/Vice President                               | \$244.00 |
| Associate   Senior Project Manager   Senior Technical Manager | \$237.00 |
| Project Manager   Technical Manager                           | \$231.00 |
| Engineering Manager   Surveying Manager   Planning Manager    | \$213.00 |

**TECHNICAL STAFF**

|                                                                            |                                           |
|----------------------------------------------------------------------------|-------------------------------------------|
| Senior Project Engineer   Senior Project Surveyor   Senior Project Planner | \$198.00                                  |
| Project Engineer   Project Surveyor   Project Planner                      | \$174.00                                  |
| Design Engineer   Staff Surveyor   Staff Planner                           | \$151.00                                  |
| BIM Specialist I, II, III                                                  | \$151.00 - \$174.00 - \$198.00            |
| Technician I, II, III, IV                                                  | \$144.00 - \$153.00 - \$168.00 - \$181.00 |
| Drafter I, II, III, IV                                                     | \$113.00 - \$124.00 - \$134.00 - \$149.00 |
| Engineering Assistant   Surveying Assistant   Planning Assistant           | \$94.00                                   |

**FIELD SURVEYING**

|                                |                                           |
|--------------------------------|-------------------------------------------|
| Survey Party Chief             | \$198.00                                  |
| Instrument Person              | \$170.00                                  |
| Survey Chainperson             | \$127.00                                  |
| Utility Locator I, II, III, IV | \$103.00 - \$146.00 - \$175.00 - \$199.00 |
| Apprentice I, II, III, IV      | \$78.00 - \$105.00 - \$116.00 - \$123.00  |

**CONSTRUCTION ADMINISTRATION**

|                                   |                                |
|-----------------------------------|--------------------------------|
| Senior Consultant                 | \$259.00                       |
| Senior Construction Administrator | \$225.00                       |
| Resident Engineer                 | \$167.00                       |
| Field Engineer I, II, III         | \$151.00 - \$174.00 - \$198.00 |

**FUNDING & GRANT MANAGEMENT**

|                                         |                                           |
|-----------------------------------------|-------------------------------------------|
| Director of Funding Strategies          | \$198.00                                  |
| Funding Strategies Manager              | \$181.00                                  |
| Funding/Research Analyst I, II, III, IV | \$124.00 - \$144.00 - \$153.00 - \$168.00 |

**PROJECT ADMINISTRATION**

|                                     |          |
|-------------------------------------|----------|
| Project Coordinator                 | \$126.00 |
| Senior Project Assistant            | \$109.00 |
| Project Assistant                   | \$96.00  |
| Clerical   Administrative Assistant | \$81.00  |

Expert witness rates are available upon request.

Subject to the terms of a services agreement:

- Charges for outside services, equipment, materials, and facilities not furnished directly by BKF Engineers will be billed as reimbursable expenses at cost plus 10%. Such charges may include, but shall not be limited to: printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; agency fees; insurance; transportation on public carriers; meals and lodging; and consumable materials.
- Allowable mileage will be charged at the prevailing IRS rate per mile.
- Monthly invoices are due within 30 days from invoice date. Interest will be charged at 1.5% per month on past due accounts.
- The rates shown are subject to periodic increases, including January 1st of each year.



Downtown Gateway Plaza and Infrastructure Improvement Project

| TASK                                         | SCOPE DESCRIPTION    | STAFF CATEGORY        |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             | EST FEE      |               |
|----------------------------------------------|----------------------|-----------------------|---------------------------|-----------------------------|----------------------------|------------------------------------|-----------------------------------|-----------------------|--------------------|-------------------|--------------|--------------|-----------------------------|--------------|---------------|
|                                              |                      | PIC<br>(Gordon Sweet) | PM<br>(Marcelo Cosentino) | Principal<br>(Davis Thresh) | QA/QC<br>(Carmelo Cecilio) | Jeff Wang, PE<br>Andrew Michel, PE | Chia Chi, PE<br>(Project Manager) | Sr Project<br>Eng/Sur | Project<br>Eng/Sur | Design<br>Eng/Sur | Tech IV      | 2-Man Survey | Administrative<br>Assistant |              | Total Hrs     |
|                                              |                      | \$272.00              | \$237.00                  | \$272.00                    | \$237.00                   | \$237.00                           | \$231.00                          | \$198.00              | \$174.00           | \$151.00          | \$181.00     | \$325.00     | \$81.00                     |              |               |
| Task 5                                       | CONSTRUCTION SUPPORT |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              |               |
|                                              | Construction Support | 8                     | 36                        | -                           | -                          | 8                                  | 50                                | 50                    | 72                 | 72                | 72           | -            | 8                           | 376          | \$ 71,134.00  |
|                                              | Subtotals            | 8                     | 36                        | -                           | -                          | 8                                  | 50                                | 50                    | 72                 | 72                | 72           | -            | 8                           | 376          | \$ 71,134.00  |
|                                              |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              |               |
|                                              |                      | PIC<br>(Gordon Sweet) | PM<br>(Marcelo Cosentino) | Principal<br>(Davis Thresh) | QA/QC<br>(Carmelo Cecilio) | Jeff Wang, PE<br>Andrew Michel, PE | Chia Chi, PE<br>(Project Manager) | Sr Project<br>Eng/Sur | Project<br>Eng/Sur | Design<br>Eng/Sur | Tech IV      | 2-Man Survey | Administrative<br>Assistant | Total        | Total Labor   |
| Totals By Classifications                    |                      | 8                     | 36                        | -                           | -                          | 8                                  | 50                                | 50                    | 72                 | 72                | 72           | -            | 8                           | 376          | \$ 71,134.00  |
| Total Direct Labor                           |                      | \$ 2,176.00           | \$ 8,532.00               | \$ -                        | \$ -                       | \$ 1,896.00                        | \$ 11,550.00                      | \$ 9,900.00           | \$ 12,528.00       | \$ 10,872.00      | \$ 13,032.00 | \$ -         | \$ 648.00                   | \$ 71,134.00 |               |
|                                              |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              |               |
| Subconsultant                                |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              |               |
|                                              |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              |               |
| Gates + Associates (Landscaping)             |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              | \$ 15,000.00  |
| AEC Engineers (Lighting/Electrical)          |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              | \$ 15,000.00  |
| Biggs Cardosa and Associates (Structures)    |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              | \$ 21,000.00  |
| Subconsultant Costs                          |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              | \$ 51,000.00  |
|                                              |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              |               |
| Reimbursable                                 |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              |               |
| Printing, Deliver, Mileage, Postage, Parking |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              | \$ 1,000.00   |
| Reimbursable                                 |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              | \$ 1,000.00   |
|                                              |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              |               |
| PROJECT TOTAL                                |                      |                       |                           |                             |                            |                                    |                                   |                       |                    |                   |              |              |                             |              | \$ 123,134.00 |

## STAFF REPORT

**DATE:** November 8, 2022

**TO:** Joshua McMurray, City Manager

*Approved and Forwarded to the City Council*

**FROM:** Kevin Rohani, P.E., Public Works Director/City Engineer

**SUBJECT:** Approval of Contract Amendment Number 1 with Park Engineering, Inc. for On-Call Consulting Services Related to Construction Management and Inspection Services for Fiscal Year 2022/23

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### **Background and Analysis**

On September 28, 2021, an agreement was executed between the City of Oakley and Park Engineering, Inc. for on-call consulting services related to construction management and inspection services for private development projects. The contract was limited to a not to exceed amount of \$200,000 per fiscal year. The amount of construction work on private development projects in Oakley has continued to increase and staff has needed to increase the amount of work being performed by consultants to meet development project timelines. As a result, staff is requesting an increase of \$150,000 in the contract amount for Fiscal Year (FY) 2022/23 to a total amount of \$350,000.

### **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**

Approval of the resolution will increase the not-to-exceed contract amount by \$150,000 for FY 2022/23 for a total amount of \$350,000. Inspection support services is funded through the various private development projects and no General Fund expenditures will pay for these services.

### **Staff Recommendation**

Staff recommends that the City Council adopt the resolution amending the agreement with Park Engineering, Inc. and authorizing the City Manager to execute the agreement.

**Attachments**

- 1) Resolution
- 2) Amendment Agreement No. 1

**RESOLUTION NO. \_\_-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY  
APPROVING CONTRACT AMENDMENT NUMBER 1 TO THE AGREEMENT  
WITH PARK ENGINEERING, INC. FOR CONSULTING SERVICES FOR  
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**

**WHEREAS**, on September 28, 2021, the City executed an agreement with Park Engineering, Inc. for construction management and inspections services with the not to exceed amount of \$200,000 per fiscal year; and

**WHEREAS**, after review of the expenditures to date for Fiscal Year (FY) 2022/23 and projecting costs for these services for the remaining months of the fiscal year with the various private development projects slated to start construction; staff has determined that the original not to exceed amount of \$200,000 is not sufficient to cover the necessary inspections for these projects; and

**WHEREAS**, staff is requesting an additional \$150,000 be added to FY 2022/23 for a total amount of \$350,000; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Oakley that Contract Amendment Number 1 with Park Engineering, Inc. is hereby approved. A copy of the Contract Amendment is attached hereto as Exhibit A.

**PASSED AND ADOPTED** by the City Council of the City of Oakley at a meeting held on the 8<sup>th</sup> of November 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

ATTEST:

\_\_\_\_\_  
Randy Pope, Mayor

\_\_\_\_\_  
Libby Vreonis, City Clerk

\_\_\_\_\_  
Date

AMENDMENT NUMBER 1 TO THE AGREEMENT BETWEEN THE CITY OF OAKLEY AND PARK ENGINEERING, INC. FOR ON-CALL SERVICES RELATED TO PRIVATE DEVELOPMENT PROJECTS CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR FISCAL YEAR 2022/23

This Amendment is entered into by and between the CITY OF OAKLEY, a municipal corporation (hereinafter referred to as "City"), and PARK ENGINEERING, INC., a California Corporation (hereinafter referred to as "Contractor"), effective as of the 8<sup>TH</sup> DAY OF NOVEMBER 2022.

RECITALS

- A. On SEPTEMBER 28, 2021, City and Contractor executed an Agreement for on-call consulting services related to private development project construction management and inspection services (hereinafter referred to as the "Agreement") in the amount of \$200,000 per fiscal year; and,
- B. City and Contractor now desire that the following amendment be made to the Contractor's services: increase to the not-to-exceed contract amount from \$200,000 per fiscal year to \$350,000 for Fiscal Year 2022/23 to hereby be approved by the City Manager; and,
- C. 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 8<sup>th</sup> day of November 2022, and the parties have caused this Amendment to be executed in duplicate.

City

Contractor

City of Oakley, a municipal corporation

Park Engineering, Inc., a California Corporation

By: \_\_\_\_\_  
Joshua McMurray, City Manager

By: \_\_\_\_\_  
Jaemin Park, P.E., President/CEO

ATTEST:

\_\_\_\_\_  
Libby Vreonis, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Derek P. Cole, City Attorney



## STAFF REPORT

**DATE:** November 8, 2022

**TO:** City Council

*Approved and Forwarded to the City Council*

**FROM:** Joshua McMurray, City Manager

**SUBJECT: Strategic Plan SP 27+ Update**

---

### **Background and Analysis**

Since its incorporation, the City of Oakley has developed and operated under the direction of a Strategic Plan. A Strategic Plan guides governing bodies in making complex decisions, such as resource allocation, and sets the organization's priorities and a path forward. Through a clear and compelling mission and vision and thoughtful, community-oriented values, goals, and objectives, it does this. Strategic Plans are a best practice in municipal organizations as they allow leadership to take a step back from day-to-day challenges and look at the big picture.

The City Council adopted the current Strategic Plan 27+ in April of this year and we have been working since that time to implement the goals and objectives of the plan. With the plan encompassing a five-year period, some of the objectives have been completed while others are in various stages of work and there are some that we have not started work on.

### **Fiscal Impact**

There is no fiscal impact associated with this update to the City Council.

### **Staff Recommendation**

Staff recommends that the City Council accept the Strategic Plan SP 27+ Update.

### **Attachments**

1. Strategic Plan Update Spreadsheet

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                                    | Subgoal                         | Objective                                                                                                                                                                                                                            | Sub Objective                                                                                                                                                                                      | Sub Sub Objectives | Assigned Dept(s) | Assigned Lead            | Status      | Notes                                                                                                                           |
|-----|-----------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|--------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------|
| A1  | Community and Economic Development Goal | Strategic and Thoughtful Growth | Strategically plan and pursue commerce that meets the new service demands of local residents and attracts customers as a destination (e.g., grocery store, retail, entertainment, and light industrial near Amazon and on west end). |                                                                                                                                                                                                    |                    | CDD<br>ED        | Brent<br>Harumi          | In progress | This is an ongoing effort                                                                                                       |
| A2  | Community and Economic Development Goal | Strategic and Thoughtful Growth | Strategically plan and pursue commerce that meets the new service demands of local residents and attracts customers as a destination (e.g., grocery store, retail, entertainment, and light industrial near Amazon and on west end). | Attract businesses that create alternative revenue sources to property tax through sales and business taxes and employ our residents.                                                              |                    | CDD<br>ED        | Brent<br>Harumi          | In progress | This is an ongoing effort.                                                                                                      |
| A3  | Community and Economic Development Goal | Strategic and Thoughtful Growth | Strategically plan and pursue commerce that meets the new service demands of local residents and attracts customers as a destination (e.g., grocery store, retail, entertainment, and light industrial near Amazon and on west end). | Seek, in conjunction with the community, sustainable economic opportunities to attract businesses and create jobs, while being sensitive to the types of businesses the community needs and wants. |                    | CDD<br>ED        | Brent<br>Harumi          | In progress | This is an ongoing effort.                                                                                                      |
| A4  | Community and Economic Development Goal | Strategic and Thoughtful Growth | Strategically plan and pursue commerce that meets the new service demands of local residents and attracts customers as a destination (e.g., grocery store, retail, entertainment, and light industrial near Amazon and on west end). | Prioritize planning by targeting new businesses that align with Oakley’s vision.                                                                                                                   |                    | CDD<br>ED        | Brent<br>Harumi          | In progress | This is an ongoing effort. Staff continues to meet with prospective developers looking to locate in proximity to the OLC.       |
| A5  | Community and Economic Development Goal | Strategic and Thoughtful Growth | Provide affordable housing sites that meet our legislated Regional Housing Needs Allocation (RHNA).                                                                                                                                  |                                                                                                                                                                                                    |                    | CDD              | Ken                      | In progress | Staff is currently working on the Housing Element that includes an Affordable Housing Overlay.                                  |
| A6  | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                                                                                                    |                                                                                                                                                                                                    |                    | CDD              | Ken                      | In progress | Work Session with the City Council to take place in January 2023.                                                               |
| A7  | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                                                                                                    | Encourage quality, sustainable growth-- housing with business and requisite road infrastructure and sidewalks to support pedestrian and bicyclist movement                                         |                    | CDD<br>PW        | Brent<br>Kevin           | In progress | This effort is ongoing and we seek to enhance road, bicycle & pedestrian access with each project, when feasible.               |
| A8  | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                                                                                                    | Leverage the train platform that will offer better access for Downtown programming                                                                                                                 |                    | ED<br>CDD<br>PW  | Harumi<br>Brent<br>Kevin | In progress | Staff continues to monitor the progress of the platform and is mindful of its opportunities when planning development projects. |
| A9  | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                                                                                                    | Create better streetscapes that can promote traffic calming                                                                                                                                        |                    | PW               | Kevin                    | In progress | PW is focusing on improving physical infrastructure.                                                                            |
| A10 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                                                                                                    | Consider funding elements of the Downtown Specific Plan with American Rescue Plan Act (ARPA) monies                                                                                                |                    | CDD<br>ED        | Brent<br>Harumi          | In progress | There are currently downtown-focused projects In progress utilizing ARPA monies.                                                |
| A11 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                                                                                                    | Revitalize and draw people downtown to live, work, and play                                                                                                                                        |                    | CDD<br>ED        | Brent<br>Harumi          | In progress | This is an ongoing effort. Staff continues to meet with prospective developers looking to locate in proximity to the OLC.       |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                                    | Subgoal                         | Objective                                                                                                                                                       | Sub Objective                                                                         | Sub Sub Objectives                                                                                                                                                                                    | Assigned Dept(s)                     | Assigned Lead                                     | Status                | Notes                                                                                                                                                                                                                                                                                                    |
|-----|-----------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A12 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                               | Revitalize and draw people downtown to live, work, and play                           | Develop an expanded downtown with additional buildings and mixed use.                                                                                                                                 | CDD                                  | Brent                                             | In progress           | Staff is studying the feasibility of a Downtown Library and other developments in the Downtown.                                                                                                                                                                                                          |
| A13 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                               | Revitalize and draw people downtown to live, work, and play                           | Consider a park, including programming specific to Economic Development, from north 2nd Street to Rose Ave                                                                                            | ED<br>CDD<br>PW                      | Harumi<br>Brent<br>Kevin                          | In progress           | The new Downtown Infrastructure Improvement project will get underway in December and will include new Gateway Plaza near 2nd Street.                                                                                                                                                                    |
| A14 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                               | Revitalize and draw people downtown to live, work, and play                           | Develop or sell City-owned properties based on community benefit.                                                                                                                                     | CMO                                  | Josh                                              | In progress           | This is an ongoing effort, actively trying to dispose of 204 2nd Street.                                                                                                                                                                                                                                 |
| A15 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                               | Revitalize and draw people downtown to live, work, and play                           | 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. | CMO<br>PW<br>FIN<br>CDD<br>PD<br>REC | Josh<br>Kevin<br>Tim<br>Brent<br>Chief<br>Lindsey | In progress           | Cityhood Celebration transitioned into SummerFest drawing people to downtown specifically between Vintage and O'Hara. Additional annual programming has returned to draw residents and visitors downtown including Movie in the Plaza Series, Concert in the Park, Heart of Oakley and Harvest Festival. |
| A16 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                               | Revitalize and draw people downtown to live, work, and play                           | Research rezoning of River Oaks Crossing                                                                                                                                                              | CDD                                  | Ken                                               | Work has not started. |                                                                                                                                                                                                                                                                                                          |
| A17 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                               | Develop a vital Shoreline Plan to attract both people and commerce to our waterfront. |                                                                                                                                                                                                       | CDD<br>ED                            | Harumi<br>Brent                                   | In progress           | Ongoing effort, work on a tourism focused program to kick of in 2023.                                                                                                                                                                                                                                    |
| A18 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                               | Develop a vital Shoreline Plan to attract both people and commerce to our waterfront. | Expand marina zoning: restaurants, recreational access, fishing tournaments, 55-acre park                                                                                                             | CDD<br>ED                            | Harumi<br>Brent                                   | In progress           | Zoning Text Amendments approved in 2022 to allow for more flexibility on our shoreline.                                                                                                                                                                                                                  |
| A19 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Update Oakley’s Downtown Specific Plan to reflect and envision the City’s future.                                                                               | Develop a vital Shoreline Plan to attract both people and commerce to our waterfront. | Determine viable economic uses of the Oakley shoreline and visit other cities to see how they attracted visitors as a destination (e.g., new Science Center)                                          | CDD<br>ED                            | Harumi<br>Brent                                   | In progress           | Zoning Text Amendments approved in 2022 to allow for more flexibility on our shoreline.                                                                                                                                                                                                                  |
| A20 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Plan and develop Cypress Corridor holistically with improvements and commerce to service new development to ease downtown traffic (e.g., grocery, restaurants). |                                                                                       |                                                                                                                                                                                                       | ED<br>CDD<br>PW                      | Harumi<br>Brent<br>Kevin                          | In progress           | The new Infrastructure Improvement project on East Cypress Road will include sidewalks, bike lanes, street lights in addition to widening of the roadway.                                                                                                                                                |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                                    | Subgoal                         | Objective                                                                                    | Sub Objective                                                                                                                                                                                                                                                                                           | Sub Sub Objectives                                             | Assigned Dept(s) | Assigned Lead            | Status         | Notes                                                                                                                                                                                                   |
|-----|-----------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------|--------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A21 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Reinforce Planning Commission to understand Oakley’s vision and encourage public engagement: |                                                                                                                                                                                                                                                                                                         |                                                                | CDD              | Brent                    | In progress    | Staff continues to work with the Planning Commission and has monthly meetings to review projects and engage in dialogue with the Commission and Community.                                              |
|     | Community and Economic Development Goal | Strategic and Thoughtful Growth |                                                                                              | Update zoning to promote single and multi-family housing, mixed use, light industry, and commercial opportunities and remaining residential opportunities. Ensure that zoning considers potential conflicts with adjacent properties that are not compatible.                                           |                                                                | CDD              | Brent                    | In progress    | We have been discussing 4 sensitive uses for some time and will continue to at the City Council's direction.                                                                                            |
|     | Community and Economic Development Goal | Strategic and Thoughtful Growth |                                                                                              | Enforce codes consistently in all districts to create consistent standard to code enforcement by using a combination of reactive and proactive code enforcement                                                                                                                                         |                                                                | CDD              | Brent                    | Ongoing effort |                                                                                                                                                                                                         |
|     | Community and Economic Development Goal | Strategic and Thoughtful Growth |                                                                                              |                                                                                                                                                                                                                                                                                                         | Maintain code enforcement officers and provide proper training | CDD              | Brent                    | Ongoing effort | Training and ensuring our employees are able to perform their jobs are essential and constantly being discussed.                                                                                        |
|     | Community and Economic Development Goal | Strategic and Thoughtful Growth |                                                                                              | Encourage objective decision-making versus subjective decision-making for application approvals to meet Oakley’s vision and economic goals by focusing on formal plan and study outcomes                                                                                                                |                                                                | CDD              | Brent                    | Ongoing effort |                                                                                                                                                                                                         |
|     | Community and Economic Development Goal | Strategic and Thoughtful Growth |                                                                                              | Require developer fees for proper infrastructure (e.g., roads and parks) to support development and growth.                                                                                                                                                                                             |                                                                | CDD<br>PW        | Brent<br>Kevin           | Ongoing effort | Developer fees are paid before any building permit is issued.                                                                                                                                           |
|     | Community and Economic Development Goal | Strategic and Thoughtful Growth |                                                                                              | Communicate and build consensus through the results of the special studies that are commissioned to provide for the feasibility of projects and engage the public at the beginning of all projects to ensure project delivery is not stunted or stopped without defining success from all stakeholders. |                                                                | CDD<br>PW        | Brent<br>Kevin           | Ongoing effort |                                                                                                                                                                                                         |
| A28 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Enhance Environmental Stewardship                                                            |                                                                                                                                                                                                                                                                                                         |                                                                | ED<br>CDD<br>PW  | Harumi<br>Brent<br>Kevin | In progress    | This work is being done through active and upcoming projects. Environmental review is part of all development projects.                                                                                 |
| A29 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Enhance Environmental Stewardship                                                            | Collaborate with the water and sewer special districts to maximize the distribution and use of recycled water                                                                                                                                                                                           |                                                                | CDD<br>PW        | Brent<br>Kevin           | In progress    | This is an ongoing effort that staff works on with the special districts; most recently at the Contra Costa Logistics Center. We strive to engage the Special District at the earliest planning phases. |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                                    | Subgoal                         | Objective                                                                   | Sub Objective                                                                                                                                                                                                                           | Sub Sub Objectives                      | Assigned Dept(s) | Assigned Lead  | Status                    | Notes                                                                                                                                                          |
|-----|-----------------------------------------|---------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------|----------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A30 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Enhance Environmental Stewardship                                           | Explore and report on green energy opportunities.                                                                                                                                                                                       |                                         | CDD<br>PW        | Brent<br>Kevin | In progress               | Staff continues to monitor developments in green energy technologies and advancements related to developments.                                                 |
| A31 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Enhance Environmental Stewardship                                           |                                                                                                                                                                                                                                         | Solar at City facilities                | PW               | Kevin          | In progress               | The Solar Panels are being installed on City Hall roofs and will be operational by Spring 2023.                                                                |
| A32 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Enhance Environmental Stewardship                                           |                                                                                                                                                                                                                                         | Expansion of City's EV Charging Program | PW               | Kevin          | In progress               | After the recent installation of EV charging stations in downtown parking lots, the next site that will receive EV charging stations is the Recreation Center. |
| A33 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Enhance Environmental Stewardship                                           | Remove the allowance for non-drought tolerant landscaping.                                                                                                                                                                              |                                         | CDD              | Brent          | Completed in September 22 |                                                                                                                                                                |
| A34 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Enhance Environmental Stewardship                                           | Ensure new residential construction meets adopted standards for energy efficiency, including solar and power storage.                                                                                                                   |                                         | CDD              | Brent          | In progress               | Staff reviews all permitted projects for compliance with the California Energy and Green Building Codes.                                                       |
| A35 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Enhance Environmental Stewardship                                           | Implement energy, air quality, and greenhouse gas emissions goals within the Oakley General Plan, including the adoption and implementation of a Climate Action Plan by 2025 that complies with State greenhouse gas reduction targets. |                                         | CDD<br>PW        | Brent<br>Kevin | In progress               | Staff has budgeted funds to develop and implement a Climate Action Plan. Oakley General plan requires it to be done by 2025.                                   |
| A36 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Complete a comprehensive update of the City’s Zoning Code.                  |                                                                                                                                                                                                                                         |                                         | CDD              | Brent          | Work has not started.     |                                                                                                                                                                |
| A37 | Community and Economic Development Goal | Strategic and Thoughtful Growth | Complete a comprehensive update of the City’s Zoning Code.                  | Ensure consistency with current and future vision for Oakley and the recently updated Oakley General Plan.                                                                                                                              |                                         | CDD              | Brent          | Ongoing effort.           | Every entitlement project is reviewed against the Oakley General Plan.                                                                                         |
| A39 | Community and Economic Development Goal | Business-Friendly               | Research other “like cities” to develop a Strategic Business Outreach Plan. |                                                                                                                                                                                                                                         |                                         | ED               | Harumi         | Ongoing effort.           | Waiting for the completion of our Economic Development Workplan Update (initiated Winter 2022).                                                                |
| A40 | Community and Economic Development Goal | Business-Friendly               | Research other “like cities” to develop a Strategic Business Outreach Plan. | Conduct a Stimulate Oakley Business analysis for Oakley and compare to adjacent cities for differentiators and opportunities.                                                                                                           |                                         | ED               | Harumi         | Ongoing effort.           | Yiftee Gift card Program launched in 2022. Small Business Grant Program being developed and will be ready in 2023.                                             |
| A41 | Community and Economic Development Goal | Business-Friendly               | Research other “like cities” to develop a Strategic Business Outreach Plan. | Develop a Business Vision for Oakley that will attract and retain high-quality, diverse commerce through incentives for businesses including small businesses.                                                                          |                                         | ED               | Harumi         | Ongoing effort.           | Waiting for the completion of our Economic Development Workplan Update (initiated Winter 2022).                                                                |
| A42 | Community and Economic Development Goal | Business-Friendly               | Research other “like cities” to develop a Strategic Business Outreach Plan. | Develop a Property Utilization Plan on City-owned properties to maximize the City’s potential return on investment                                                                                                                      |                                         | ED               | Harumi         | Ongoing effort.           | Effort to dispose of 204 2nd Street in progress.                                                                                                               |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                                    | Subgoal           | Objective                                                                                                                                                                                         | Sub Objective                                                                                                | Sub Sub Objectives | Assigned Dept(s) | Assigned Lead         | Status          | Notes                                                                                                                                                                                                                                                                                                          |
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| A43 | Community and Economic Development Goal | Business-Friendly | Bolster and support existing businesses through the use of financial and funding incentives such as business low-interest loans, grant funding, ARPA funding, and promote “buy local” incentives. |                                                                                                              |                    | ED               | Harumi                | Ongoing effort. | Yiftee Gift card Program launched in 2022. Small Business Grant Program being developed and will be ready in 2023.                                                                                                                                                                                             |
| A44 | Community and Economic Development Goal | Business-Friendly | Showcase businesses through active engagement and outreach (e.g., social media, storefronts images, local business newsletter with coupon book included)                                          |                                                                                                              |                    | ED<br>REC        | Harumi<br>Lindsey     | In progress     | Staff have worked to introduce a vendor highlight, that highlights our event vendors for all of our vendored events. Additionally, Staff are currently engaged in outreach for the 2023 Shop Oakley Coupon Book. Staff have also worked to heavy promote the Gift Card Program as well as Digital Marketplace. |
| A45 | Community and Economic Development Goal | Business-Friendly | Continue to streamline business license fee/permits                                                                                                                                               |                                                                                                              |                    | FIN<br>PW<br>CDD | Tim<br>Kevin<br>Brent | In progress     | I believe that this will be accomplished primarily through the conversion to Tyler Munis, which is likely to be completed around 6/30/25.                                                                                                                                                                      |
| A46 | Community and Economic Development Goal | Local Employment  | Beautify Oakley’s streetscapes, parks, and business facades to attract and retain businesses and their customers                                                                                  |                                                                                                              |                    | PW               | Kevin                 | In progress     | This is an ongoing effort.                                                                                                                                                                                                                                                                                     |
| A47 | Community and Economic Development Goal | Local Employment  | Capitalize on Logistics Center and strategize with developers and surrounding property owners to create job opportunities.                                                                        |                                                                                                              |                    | CDD<br>ED        | Brent<br>Harumi       | In progress     | This is an ongoing effort. Staff continues to meet with prospective developers looking to locate in proximity to the OLC.                                                                                                                                                                                      |
| A48 | Community and Economic Development Goal | Local Employment  | Create employer-employee partnerships to reduce State’s regulations on vehicle miles traveled (VMT) and complement our existing housing (Logistics Center development).                           |                                                                                                              |                    | CDD<br>ED        | Brent<br>Harumi       | In progress     | Ongoing effort.                                                                                                                                                                                                                                                                                                |
| B1  | Community Health and Safety             | Safe Streets      | Create an Emergency Disaster & Response Plan including resiliency resources.                                                                                                                      |                                                                                                              |                    | PD               | Chief                 | In progress     | Ongoing effort, consultant has been brought aboard.                                                                                                                                                                                                                                                            |
| B2  | Community Health and Safety             | Safe Streets      | Create an Emergency Disaster & Response Plan including resiliency resources.                                                                                                                      | Develop a Communication Plan for emergency responders, Public Works, the public, and other key stakeholders. |                    | PD               | Chief                 | In progress     | Ongoing effort, consultant has been brought aboard.                                                                                                                                                                                                                                                            |
| B3  | Community Health and Safety             | Safe Streets      | Create an Emergency Disaster & Response Plan including resiliency resources.                                                                                                                      | Provide and reinforce public and staff training through regular community meetings.                          |                    | PD               | Chief                 | In progress     | Ongoing effort, consultant has been brought aboard.                                                                                                                                                                                                                                                            |
| B4  | Community Health and Safety             | Safe Streets      | Create an Emergency Disaster & Response Plan including resiliency resources.                                                                                                                      | Ensure resiliency to power outages (traffic controls, cellular and broadband backup, generators).            |                    | PW               | Kevin                 | In progress     | City Hall Emergency Generator almost complete and Rec Center Emergency Generator to be installed in 2023.                                                                                                                                                                                                      |
| B5  | Community Health and Safety             | Safe Streets      | Create an Emergency Disaster & Response Plan including resiliency resources.                                                                                                                      | Implement training, communicate broadly, and seek grants for implementation                                  |                    | PD               | Chief                 | In progress     | Ongoing effort, consultant has been brought aboard.                                                                                                                                                                                                                                                            |
| B6  | Community Health and Safety             | Safe Streets      | Create an Emergency Disaster & Response Plan including resiliency resources.                                                                                                                      | Modernize the Oakley Emergency Operations Center (EOC).                                                      |                    | PD               | Chief                 | In progress     | Ongoing effort, consultant has been brought aboard.                                                                                                                                                                                                                                                            |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                        | Subgoal      | Objective                                                                                                                                                                                                  | Sub Objective                                                                                                                                                                          | Sub Sub Objectives                                                       | Assigned Dept(s) | Assigned Lead            | Status                  | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| B7  | Community Health and Safety | Safe Streets | Address streets and main arteries vulnerable to fire, flood, and traffic hazards with improving infrastructure and evacuation plans to provide for safe passage for people including emergency responders. |                                                                                                                                                                                        |                                                                          | PD<br>PW<br>CMO  | Chief<br>Kevin      Josh | In progress             | Ongoing effort. We have secured MOU's with property owner, RD 2025 and RD 799 for the East Cypress evacuation route.                                                                                                                                                                                                                                                                                                                                                                                 |
| B8  | Community Health and Safety | Safe Streets | Explore improving lighting for safety                                                                                                                                                                      |                                                                                                                                                                                        |                                                                          | PW               | Kevin                    | In progress             | We make improvements where we can, based on projects and community need.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| B9  | Community Health and Safety | Safe Streets | Align police resources with City’s growth.                                                                                                                                                                 |                                                                                                                                                                                        |                                                                          | PD               | Chief                    | In progress             | Ongoing effort, hiring more personnel on an ongoing basis.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| B10 | Community Health and Safety | Safe Streets | Align police resources with City’s growth.                                                                                                                                                                 | Develop and implement a staffing plan to scale police personnel to City’s growing safety needs.                                                                                        |                                                                          | PD<br>HR         | Chief<br>Jeri            | In progress             | Proposed PD model is set with a 40 person department. Those bodies have to be hired and then further scale may still need to occur to match the city growth along E. Cypress. Looking into hiring a marketing/recruitment consultant to assist in these efforts. Increase marketing with PORAC and billboards, etc. Continue to expedite and streamline the hiring process. Once we are at full staff, we will look to create a succession plan to ensure that we are prepared for retirements, etc. |
| B11 | Community Health and Safety | Safe Streets | Align police resources with City’s growth.                                                                                                                                                                 | Streamline and civilianize where appropriate (i.e., admin, budget/finance, records, property, fleet management, etc.).                                                                 |                                                                          | PD<br>HR         | Chief<br>Jeri            | Complete                | We have addressed Admin, budget, records, evidence and fleet management over the past year.                                                                                                                                                                                                                                                                                                                                                                                                          |
| B12 | Community Health and Safety | Safe Streets | Align police resources with City’s growth.                                                                                                                                                                 | Improve and invest in technology.                                                                                                                                                      |                                                                          | PD               | Chief                    | In progress             | Dispatch/CAD/ARS systems are currently being researched.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| B13 | Community Health and Safety | Safe Streets | Align police resources with City’s growth.                                                                                                                                                                 | Improve and invest in technology.                                                                                                                                                      | Map accident scenes to open roads quicker                                | PD               | Chief                    | Complete                | Leica 3D scanner is online.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| B14 | Community Health and Safety | Safe Streets | Align police resources with City’s growth.                                                                                                                                                                 | Improve and invest in technology.                                                                                                                                                      | Research red light cameras to supplement sworn enforcement officers.     | PD               | Chief                    | Work has not started.   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| B15 | Community Health and Safety | Safe Streets | Align police resources with City’s growth.                                                                                                                                                                 | Improve and invest in technology.                                                                                                                                                      | Create a larger “cyber shield” over the City via a robust camera program | PD               | Chief                    | In progress             | Currently analyzing locations for license plate readers (LPRs).                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| B16 | Community Health and Safety | Safe Streets | Align police resources with City’s growth.                                                                                                                                                                 | Establish strong neighborhood watch programs, including National Night Out, and maintain close communication between the neighborhoods, the City Council, Oakley Police, and City Hall |                                                                          | PD               | Chief                    | In progress and ongoing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                        | Subgoal                        | Objective                                                                                                                                                                  | Sub Objective                                                                                                            | Sub Sub Objectives | Assigned Dept(s) | Assigned Lead           | Status                                                                        | Notes                                                                                                                                                                                              |
|-----|-----------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|-------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B17 | Community Health and Safety | Safe Streets                   | Align police resources with City’s growth.                                                                                                                                 | Collaborate with neighboring agencies to maximize efficiencies with shared resources (e.g., equipment).                  |                    | PD               | Chief                   | Complete                                                                      | OPD shares traffic enforcement/VSET/SWAT resources with/from other agencies                                                                                                                        |
| B18 | Community Health and Safety | Safe Streets                   | Align police resources with City’s growth.                                                                                                                                 | Expand the Citizen Emergency Response Training (CERT) program.                                                           |                    | PD               | Chief                   | In progress                                                                   | We can invest more time as staffing levels increase.                                                                                                                                               |
| B19 | Community Health and Safety | Safe Streets                   | Align police resources with City’s growth.                                                                                                                                 | Dedicate traffic enforcement team to improve traffic safety                                                              |                    | PD               | Chief                   | In progress                                                                   | Waiting for staffing to bolster up in order to establish a full time/unmodified traffic unit.                                                                                                      |
| B20 | Community Health and Safety | Safe Streets                   | Prioritize road improvements and provide robust enforcement to manage traffic, given accidents are the #1 safety challenge.                                                |                                                                                                                          |                    | PD               | Chief                   | In progress                                                                   | Waiting for staffing to bolster up in order to establish a full time/unmodified traffic unit                                                                                                       |
| B21 | Community Health and Safety | Safe Streets                   | Prioritize road improvements and provide robust enforcement to manage traffic, given accidents are the #1 safety challenge.                                                | Consider road improvements such as delineators for areas where speed is an issue.                                        |                    | PD<br>PW         | Chief<br>Kevin          | In progress                                                                   | This is always monitored and has already been implemented at some intersections.                                                                                                                   |
| B22 | Community Health and Safety | Safe Streets                   | Prioritize road improvements and provide robust enforcement to manage traffic, given accidents are the #1 safety challenge.                                                | Implement traffic-calming policy and update to new practices for increased traffic as Oakley grows.                      |                    | PD<br>PW         | Chief<br>Kevin          | In progress                                                                   | We will continue to work wit our residents to ensure our streets are safe.                                                                                                                         |
| B23 | Community Health and Safety | Safe Streets                   | Promote Safe Pedestrian and Bike Routes.                                                                                                                                   |                                                                                                                          |                    | PD               | Chief                   | In progress                                                                   | Education via bike rodeos.                                                                                                                                                                         |
| B24 | Community Health and Safety | Safe Streets                   | Promote Safe Pedestrian and Bike Routes.                                                                                                                                   | Collaborate with School Districts to apply for State and Federal grants to create safer and more accessible connectivity |                    | PD               | Chief                   | In progress                                                                   | We have recently hired a new grant writing firm who can help us locate grants, apply for and hopefully be awarded funds.                                                                           |
| B25 | Community Health and Safety | Safe Streets                   | Promote Safe Pedestrian and Bike Routes.                                                                                                                                   | Improve trail connectivity to provide pedestrians and cyclists safe passage.                                             |                    | PW               | Kevin                   | In progress                                                                   | This is an ongoing effort as new projects get implemented.                                                                                                                                         |
| B26 | Community Health and Safety | Safe and Healthy Neighborhoods | Rejuvenate our downtown and residential and business developments to discourage blight through beautification and development of standards for commercial code enforcement |                                                                                                                          |                    | CDD<br>ED        | Brent<br>Harumi         | In progress                                                                   | Standards need to be finalized and presented to the City Council for consideration.                                                                                                                |
| B27 | Community Health and Safety | Safe and Healthy Neighborhoods | Promote community service opportunities to build the community and beautify Oakley                                                                                         |                                                                                                                          |                    | ALL              |                         | Ongoing                                                                       | This effort is ongoing and is the responsibility of each Department within City Hall. We are currently trying to partner with Freedom High School to provide internships for high school students. |
| B28 | Community Health and Safety | Safe and Healthy Neighborhoods | Implement Phase 2 of the Recreation Center                                                                                                                                 |                                                                                                                          |                    | FIN<br>PW<br>REC | Tim<br>Kevin<br>Lindsey | This will be a project for the future, when funding sources become available. | We will work with our new grant writers to seek grant funding opportunities for this project.                                                                                                      |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                        | Subgoal                        | Objective                                                                                                                                                                                                               | Sub Objective                                                                                                                             | Sub Sub Objectives                                                                                                                                                                                                | Assigned Dept(s)        | Assigned Lead                     | Status               | Notes                                                                                                                                                                                                                                                                                              |
|-----|-----------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B29 | Community Health and Safety | Safe and Healthy Neighborhoods | Connect and promote the County and Non-Governmental Organizations (NGOs) resources available to assist our vulnerable populations (e.g., unhoused persons, people seeking mental health assistance, Veterans services). |                                                                                                                                           |                                                                                                                                                                                                                   | CDD<br>REC<br>PD<br>CMO | Brent<br>Lindsey<br>Chief<br>Josh | Ongoing              | The Recreation Division has begun to list additional service phone numbers inside the annual Recreation Guide as well as updating various pages of the website to reflect updated contact information for local organizations.                                                                     |
| B30 | Community Health and Safety | Safe and Healthy Neighborhoods | Connect and promote the County and Non-Governmental Organizations (NGOs) resources available to assist our vulnerable populations (e.g., unhoused persons, people seeking mental health assistance, Veterans services). | Educate and promote use of 211 for essential community services.                                                                          |                                                                                                                                                                                                                   | REC<br>CMO              | Lindsey<br>Josh                   | Ongoing              | In recognition of May as Mental Health Awareness Month the Recreation Division held a social media campaign to highlight mental health resources including 211 and other organizations. Staff have also investigated the possibility of additional mental health training for our local residents. |
| B31 | Community Health and Safety | Safe and Healthy Neighborhoods | Connect and promote the County and Non-Governmental Organizations (NGOs) resources available to assist our vulnerable populations (e.g., unhoused persons, people seeking mental health assistance, Veterans services). | Initiate and partner with other agencies to create regional support to provide services to help unhoused persons                          |                                                                                                                                                                                                                   | CMO                     | Josh                              | Work has not started |                                                                                                                                                                                                                                                                                                    |
| C1  | Parks and Open Space        | Parks and Public Areas         | Upgrade and develop parks and open space for diverse interests and expanded underserved areas to reinvigorate “play” in Oakley.                                                                                         |                                                                                                                                           |                                                                                                                                                                                                                   | PW<br>CDD<br>REC        | Kevin<br>Brent<br>Lindsey         | Ongoing              | This is an ongoing effort and will be implemented as funding sources get secured                                                                                                                                                                                                                   |
| C2  | Parks and Open Space        | Parks and Public Areas         | Upgrade and develop parks and open space for diverse interests and expanded underserved areas to reinvigorate “play” in Oakley.                                                                                         | Envision a Downtown Park to attract people downtown (e.g., new park parallel to the railroad tracks with a museum and bocce ball courts). |                                                                                                                                                                                                                   | PW<br>CDD<br>REC        | Kevin<br>Brent<br>Lindsey         | Ongoing              | This is an ongoing effort and will be implemented as funding sources get secured                                                                                                                                                                                                                   |
| C3  | Parks and Open Space        | Parks and Public Areas         | Upgrade and develop parks and open space for diverse interests and expanded underserved areas to reinvigorate “play” in Oakley.                                                                                         | Envision, develop, and fund Oakley’s 55-Acre Regional Park and seek grant funding that will compete at the State level.                   |                                                                                                                                                                                                                   | PW<br>CMO<br>FIN        | Kevin<br>Josh<br>Tim              | In progress          | A new Master Planning process for this park will get started in early 2023 and will include participation from the community and stakeholders to Envision this future park.                                                                                                                        |
| C4  | Parks and Open Space        | Parks and Public Areas         | Upgrade and develop parks and open space for diverse interests and expanded underserved areas to reinvigorate “play” in Oakley.                                                                                         | Envision, develop, and fund Oakley’s 55-Acre Regional Park and seek grant funding that will compete at the State level.                   | Include trail and waterway access to attract outdoor sporting such as hiking, kayaking, boating, and recreational and sports fishing that would serve as an amenity to draw homeowners and sporting events alike. | PW                      | Kevin                             | In progress          | A new Master Planning process for this park will get started in early 2023 and will include participation from the community and stakeholders to Envision this future park                                                                                                                         |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                                     | Subgoal                           | Objective                                                                                                                                      | Sub Objective                                                                                                                                                                                                 | Sub Sub Objectives | Assigned Dept(s) | Assigned Lead             | Status                                                                        | Notes                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|------------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|---------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C5  | Parks and Open Space                     | Parks and Public Areas            | Upgrade and develop parks and open space for diverse interests and expanded underserved areas to reinvigorate “play” in Oakley.                | Create and maintain sporting fields (bocce, baseball/softball, soccer, equestrian arena) and provide shade, bathrooms, and lighting services.                                                                 |                    | PW               | Kevin                     | In progress                                                                   | This is an ongoing effort                                                                                                                                                                                                                                                                                                                                                                                         |
| C6  | Parks and Open Space                     | Programs and Recreation           | Upgrade parks and open space to be accessible and attract the many interests of our diverse residents and visitors and provide access for all. |                                                                                                                                                                                                               |                    | PW               | Kevin                     | In progress                                                                   | This is an ongoing effort                                                                                                                                                                                                                                                                                                                                                                                         |
| C7  | Parks and Open Space                     | Programs and Recreation           | Upgrade parks and open space to be accessible and attract the many interests of our diverse residents and visitors and provide access for all. | Celebrate and promote our local history through educational and enrichment opportunities and consider work with historical society                                                                            |                    | REC<br>ED        | Lindsey<br>Harumi         | In progress                                                                   | East Contra Costa County Historical Society was selected as a project to be funded by the City ARPA Grant. They have provided both City Hall and the Recreation Center postcards that highlight local history. ECCHS has also been a part of local events that promote our local history. Staff are also coordinating for ECCHS to display their banners inside the Recreation Center and at other opportunities. |
| C8  | Parks and Open Space                     | Programs and Recreation           | Upgrade parks and open space to be accessible and attract the many interests of our diverse residents and visitors and provide access for all. | Complete Phase 2 of Oakley’s Recreation Center to encourage indoor sports, Camp Room, and Teen Room for classes                                                                                               |                    | FIN<br>PW<br>REC | Tim<br>Kevin<br>Lindsey   | This will be a project for the future, when funding sources become available. | We will work with our new grant writers to seek grant funding opportunities for this project.                                                                                                                                                                                                                                                                                                                     |
| C9  | Parks and Open Space                     | Programs and Recreation           | Upgrade parks and open space to be accessible and attract the many interests of our diverse residents and visitors and provide access for all. | Continue to offer special events and streamline the process for community groups to host events that create a sense of Oakley community and showcase the importance of families, youth, seniors, and Veterans |                    | REC<br>PW<br>CDD | Lindsey<br>Kevin<br>Brent | In progress                                                                   | Staff have resumed all special events, and are expanding with the introduction of Summer Fest, Jingle Ball and more to come in the spring.                                                                                                                                                                                                                                                                        |
| C10 | Parks and Open Space                     | Programs and Recreation           | Upgrade parks and open space to be accessible and attract the many interests of our diverse residents and visitors and provide access for all. | Promote Oakley’s events and recreation and differentiate our offerings from adjacent cities                                                                                                                   |                    | REC              | Lindsey                   | In progress                                                                   | Staff have implemented various events that surrounding communities are not offering including an Oakley's Got Talent Show, Summer Fest, Heart of Oakley, and Oakley Science Week, Food Truck Concert events. Staff continue to look for ways to expand and differentiae our programs like Celebrate Oaktober.                                                                                                     |
| D1  | Community and Collaborative Partnerships | Community Outreach and Engagement | Focus on establishing community trust and public-private partnerships through positive dialog and tangible outcomes.                           |                                                                                                                                                                                                               |                    | ALL              |                           | Ongoing                                                                       | Ongoing effort.                                                                                                                                                                                                                                                                                                                                                                                                   |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                                     | Subgoal                           | Objective                                                                                                            | Sub Objective                                                                                                                                                                                                                                 | Sub Sub Objectives                                                                                                           | Assigned Dept(s) | Assigned Lead   | Status      | Notes                                                                                                                                                                                                                                                                            |
|-----|------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D2  | Community and Collaborative Partnerships | Community Outreach and Engagement | Focus on establishing community trust and public-private partnerships through positive dialog and tangible outcomes. | Encourage community neighborhood involvement, such as cleanup walks, that reinforce healthy lifestyles and shared goals with Oakley Police, Council, and City Hall.                                                                           |                                                                                                                              | PD + Others      | Chief           | In progress | Staff have worked with the Youth Council to host a community clean up, as well as resumed our Community Service Summer Camp that this summer worked to clean up local parks and trails. Staff also partnered with MDRR to host community drop off days at the Public Works Yard. |
| D3  | Community and Collaborative Partnerships | Community Outreach and Engagement | Focus on establishing community trust and public-private partnerships through positive dialog and tangible outcomes. | Create interactive face-to-face dialog as a supplement to one-sided social media communication where full participation cannot be facilitated due to Brown Act limitations.                                                                   |                                                                                                                              | CMO              | Josh            | In progress | CM's Office to institute a Neighborhood Committee in 2023 to help with various issues in the City.                                                                                                                                                                               |
| D4  | Community and Collaborative Partnerships | Community Outreach and Engagement | Focus on establishing community trust and public-private partnerships through positive dialog and tangible outcomes. |                                                                                                                                                                                                                                               | Promote City Council/Community meetings through social media to inform about agendas where public can participate in person. | CMO              | Josh            | Complete    |                                                                                                                                                                                                                                                                                  |
| D5  | Community and Collaborative Partnerships | Community Outreach and Engagement | Focus on establishing community trust and public-private partnerships through positive dialog and tangible outcomes. | Celebrate Oakley in demonstrating and communicating our achievements in accomplishing SP27+, community events, and activities that unite us (e.g., Heart of Oakley, Harvest Festival, Christmas Tree Lighting, Summerfest Celebration, etc.). |                                                                                                                              | ALL              |                 | Ongoing     |                                                                                                                                                                                                                                                                                  |
| D6  | Community and Collaborative Partnerships | Community Outreach and Engagement | Focus on establishing community trust and public-private partnerships through positive dialog and tangible outcomes. | Actively uphold Oakley’s Governance Guidelines & Protocols Policy to encourage productive partnerships, positive communication, and achievement of short- and long-term goals.                                                                |                                                                                                                              | ALL              |                 | Ongoing     |                                                                                                                                                                                                                                                                                  |
| D7  | Community and Collaborative Partnerships | Community Outreach and Engagement | Increase Oakley’s communication through outward-facing media, social media platforms, and website.                   |                                                                                                                                                                                                                                               |                                                                                                                              | REC<br>CMO       | Lindsey<br>Josh | In progress | Staff have continued to increase social media positing, as well as website postings. Some examples include biweekly social media posts drawing attention to current planning projects, police activity, events and more.                                                         |
| D8  | Community and Collaborative Partnerships | Community Outreach and Engagement | Increase Oakley’s communication through outward-facing media, social media platforms, and website.                   | Promote City Council agendas and decisions via social media with updates on economic activity, business growth, and community events                                                                                                          |                                                                                                                              | CMO              | Josh            | Complete    |                                                                                                                                                                                                                                                                                  |
| D9  | Community and Collaborative Partnerships | Community Outreach and Engagement | Increase Oakley’s communication through outward-facing media, social media platforms, and website.                   | Communicate how Oakley is living its core values and meeting its stated mission and vision (e.g., newspapers, electronic boards, website, newsletter, social media).                                                                          |                                                                                                                              | CMO<br>ALL       | Josh            | Ongoing     |                                                                                                                                                                                                                                                                                  |
| D10 | Community and Collaborative Partnerships | Community Outreach and Engagement | Increase Oakley’s communication through outward-facing media, social media platforms, and website.                   | Modernize website to be user friendly, transparent, functional, and reflective of the City’s vision.                                                                                                                                          |                                                                                                                              | REC<br>CMO       | Lindsey<br>Josh | In progress | New Website RFP to released in 2023.                                                                                                                                                                                                                                             |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                                     | Subgoal                           | Objective                                                                                                                                                                                                                                 | Sub Objective                           | Sub Sub Objectives                                                            | Assigned Dept(s)        | Assigned Lead | Status      | Notes                                                                                                   |
|-----|------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------|-------------------------|---------------|-------------|---------------------------------------------------------------------------------------------------------|
| D11 | Community and Collaborative Partnerships | Community Outreach and Engagement | Communicate and uphold the City’s information systems to reinforce transparency and access to build trust.                                                                                                                                |                                         |                                                                               | CC<br>FIN<br>CMO<br>ALL |               | Ongoing     |                                                                                                         |
| D12 | Community and Collaborative Partnerships | Collaborative Partnerships        | Consider creating new partnerships that will involve community participation (e.g., Park and Arts Commission).                                                                                                                            |                                         |                                                                               | CMO                     | Josh          | In progress | CM's Office to institute a Neighborhood Committee in 2023 to help with various issues in the City.      |
| D13 | Community and Collaborative Partnerships | Collaborative Partnerships        | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly |                                         |                                                                               | CMO                     | Josh          | Ongoing     | Effort to stay in touch and communicate with the Agencies and Districts we do business with is ongoing. |
| D14 | Community and Collaborative Partnerships | Collaborative Partnerships        | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | Diablo Water District                   |                                                                               | CMO                     | Josh          | Ongoing     | Effort to stay in touch and communicate with the Agencies and Districts we do business with is ongoing. |
| D15 | Community and Collaborative Partnerships | Collaborative Partnerships        | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | Diablo Water District                   | Develop collaborative efficiencies to serve our shared constituents           | CMO                     | Josh          | Ongoing     | Effort to stay in touch and communicate with the Agencies and Districts we do business with is ongoing. |
| D16 | Community and Collaborative Partnerships | Collaborative Partnerships        | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | Ironhouse Sanitary District             |                                                                               | CMO                     | Josh          | Ongoing     | Effort to stay in touch and communicate with the Agencies and Districts we do business with is ongoing. |
| D17 | Community and Collaborative Partnerships | Collaborative Partnerships        | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | Ironhouse Sanitary District             | Consider opportunities for water reuse (e.g., recycled and industrial water). | CMO                     | Josh          | Ongoing     | Effort to stay in touch and communicate with the Agencies and Districts we do business with is ongoing. |
| D18 | Community and Collaborative Partnerships | Collaborative Partnerships        | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | Mt. Diablo Resource and Recovery (MDRR) |                                                                               | CMO                     | Josh          | Ongoing     | Effort to stay in touch and communicate with the Agencies and Districts we do business with is ongoing. |
| D19 | Community and Collaborative Partnerships | Collaborative Partnerships        | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | CONFIRE                                 |                                                                               | CMO                     | Josh          | Ongoing     | Effort to stay in touch and communicate with the Agencies and Districts we do business with is ongoing. |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                                     | Subgoal                    | Objective                                                                                                                                                                                                                                 | Sub Objective       | Sub Sub Objectives                                                                                                                                                 | Assigned Dept(s) | Assigned Lead | Status            | Notes                                                                                                                                                                                                                                                                    |
|-----|------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D20 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | School District     |                                                                                                                                                                    | CMO              | Josh          | Ongoing           | Effort to stay in touch and communicate with the Agencies and Districts we do business with is ongoing.                                                                                                                                                                  |
| D21 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | School District     | Explore joint-use opportunities to optimally partner with elementary and high school (e.g., satellite classrooms and recreation, library).                         | CMO              | Josh          | Ongoing           | In September OUESD opened up facilities to reservations and staff are currently in the process of expanding opportunities utilizing gym space. Staff have also increased collaboration with the Library through activities like Youth Employment Workshop, and Oaktober. |
| D22 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | School District     | Re-visit agreements with shared facilities and public access                                                                                                       | CMO              | Josh          | Task not started. | Expected to resume discussion with the OUESD in early 2023.                                                                                                                                                                                                              |
| D23 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | County/Region/State |                                                                                                                                                                    | CMO              | Josh          | Ongoing           | The CM meets monthly with the General Manager's of the water and sewer districts. We have maintained communication with the CCCFPD since the consolidation with ECCFPD.                                                                                                  |
| D24 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | County/Region/State | Encourage collaboration for public safety and enforcement particularly where there is multi-jurisdictional responsibility (e.g., fire, road access, school sites). | CMO PD           | Josh Chief    | Ongoing           | This effort is ongoing as we continue to enhance our delivery of services.                                                                                                                                                                                               |
| D25 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | County/Region/State | Discuss Regional Park interests.                                                                                                                                   | CMO              | Josh          | Ongoing           | CM recently met with the East Bay Regional Park District General Manager to discuss collaboration.                                                                                                                                                                       |
| D26 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | County/Region/State | Invite key electeds, Board representatives, and others to speak at Council meetings for outside updates and perspective.                                           | CC               | Libby         | Ongoing           | Diablo Water District- 5/10/22, Library- 04/12/22, ECCFPD- 06/14/22, CCTA- 07/12/22, ACOA-08/09/22, Mosquito/Vector-03/22/22, LUHSD/OUESD-07/12/22, CCC Animal- 08/09/22, BART-07/13/21, Tri-Delta- 12/13/22                                                             |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                                     | Subgoal                    | Objective                                                                                                                                                                                                                                 | Sub Objective                                                                                                                                      | Sub Sub Objectives                                                                                                                                                                    | Assigned Dept(s) | Assigned Lead | Status                                         | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| D27 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | NGOs                                                                                                                                               |                                                                                                                                                                                       | CMO              | Josh          | Ongoing                                        | See updates below                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| D28 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | NGOs                                                                                                                                               | Partner with Rotary, Friends of Oakley, Kiwanis, Oakley Delta Lions Club, Oakley Seniors Club, Veterans of Oakley, Masonic Lodge and Concordant Bodies, Friends of the Oakley Library | CMO              | Josh          | Ongoing                                        | Staff released a request for proposals earlier this year for the alcohol services at specific City events as a fundraising opportunity for local nonprofits. Staff look to release the 2023 RFP in the first quarter of the year and expand out reach to get additional non-profit interest. Additionally staff have continued to partner with the Oakley Library with Oaktober and Youth Employment Workshop. Staff have outreached to all non-profits with business licenses and ARPA grant recipients to have them fundraise specifically at Jingle Ball. |
| D29 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | NGOs                                                                                                                                               | Consider creating a Sister City                                                                                                                                                       | ED               | Harumi        | Task has been discussed but not started        | We have explored the idea and had preliminary discussions with the Japanese consulate in San Francisco                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| D30 | Community and Collaborative Partnerships | Collaborative Partnerships | Establish, align, and maintain partnerships with local Special Districts, Agencies, NGOs, and Commerce to realize our responsibilities to deliver on the General Plan and Specific Plan and where goals mutually align and meet quarterly | NGOs                                                                                                                                               | Consider expanding outreach to NGOs beyond our region                                                                                                                                 | CMO              | Josh          | Task not started yet                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| E1  | Finance and Fiscal Responsibility        | N/A                        | Communicate on financial updates including financial health, priorities, and unexpected expenditures.                                                                                                                                     |                                                                                                                                                    |                                                                                                                                                                                       | FIN              | Tim           | In progress, with future improvements expected | We started by reporting earlier to the City Council regarding our estimated results of FY 21/22. We have improved the investment report, with PFM. We will strive to make further improvements in the Mid-Year Budget Review and additional quarterly reporting. Extra focus will be placed on monitoring revenue projections and the potential impacts of a recession, next year.                                                                                                                                                                           |
| E2  | Finance and Fiscal Responsibility        | N/A                        | Communicate on financial updates including financial health, priorities, and unexpected expenditures.                                                                                                                                     | Provide training related to community facility districts to educate the public regarding the various types of assessments, which are not all taxes |                                                                                                                                                                                       | FIN<br>PW        | Kevin<br>Tim  | In progress                                    | Item to be presented at a future City Council meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                              | Subgoal | Objective                                                                                                                         | Sub Objective                                                                                                                                                                                                          | Sub Sub Objectives | Assigned Dept(s) | Assigned Lead | Status                                          | Notes                                                                                                                                                                                                                                                                                                                                                                              |
|-----|-----------------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|---------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E3  | Finance and Fiscal Responsibility | N/A     | Communicate on financial updates including financial health, priorities, and unexpected expenditures.                             | Educate Executive Leadership and Council on annual budget through communication, reporting, and training to create better partnership on fiscal strategies.                                                            |                    | FIN              | Tim           | In progress, with future improvements expected. | We started by reporting earlier to the City Council regarding our estimated results of FY 21/22. We have improved the investment report, with PFM. We will strive to make further improvements in the Mid-Year Budget Review and additional quarterly reporting. Extra focus will be placed on monitoring revenue projections and the potential impacts of a recession, next year. |
| E4  | Finance and Fiscal Responsibility | N/A     | Communicate on financial updates including financial health, priorities, and unexpected expenditures.                             | Educate the community on large, planned revenue expenditures and how surplus monies will be invested or retained for long-term “rainy day” funds (budget process).                                                     |                    | FIN              | Tim           | Ongoing                                         | The 30% Reserve Policy has been put in place and given recognition through the budget process. When the City's Standard & Poors rating was improved, that we publicized as well.                                                                                                                                                                                                   |
| E5  | Finance and Fiscal Responsibility | N/A     | Communicate on financial updates including financial health, priorities, and unexpected expenditures.                             | Partner with Special Districts and agencies to realize economies of scale and efficiencies.                                                                                                                            |                    | PW               | Kevin         | In progress                                     | Engineering Team works with neighboring agencies to take advantage of bidding opportunities on similar public projects.                                                                                                                                                                                                                                                            |
| E6  | Finance and Fiscal Responsibility | N/A     | Determine how the City will leverage its strong financial position with development revenues and ARPA Covid Relief money (\$10M). |                                                                                                                                                                                                                        |                    | ALL              | Tim           | In progress                                     | This has clearly been a team effort and much is yet to come as far as determining how the full \$10 million of ARPA funds will be put to best use.                                                                                                                                                                                                                                 |
| E7  | Finance and Fiscal Responsibility | N/A     | Determine how the City will leverage its strong financial position with development revenues and ARPA Covid Relief money (\$10M). | Consider input by the community on how funds should be prioritized.                                                                                                                                                    |                    | FIN<br>CMO       | Tim           | Ongoing effort                                  | We have considered input from the Community for the first round of ARPA funding.                                                                                                                                                                                                                                                                                                   |
| E8  | Finance and Fiscal Responsibility | N/A     | Determine how the City will leverage its strong financial position with development revenues and ARPA Covid Relief money (\$10M). | Implement technology upgrades to improve transparency and public access to City documents and remote transactions.                                                                                                     |                    | FIN              | Tim           | In progress                                     | We have an agreement and statement of work from Tyler Munis for our new Enterprise Resource Planning system to consider and to move forward with. Implementation is likely to begin in July of 2023.                                                                                                                                                                               |
| E9  | Finance and Fiscal Responsibility | N/A     | Determine how the City will leverage its strong financial position with development revenues and ARPA Covid Relief money (\$10M). | Make the most needed improvements to streets, utilizing development’s improvements, funds from the sale of property, and other financing sources to make improvements to the East Cypress traffic flow situation, etc. |                    | CMO              | Josh          | Ongoing effort                                  | We have made the East Cypress Road improvements a high priority and are working within our capacity and with development partners to ensure the improvements are constructed in a timely manner.                                                                                                                                                                                   |
| E10 | Finance and Fiscal Responsibility | N/A     | Determine how the City will leverage its strong financial position with development revenues and ARPA Covid Relief money (\$10M). | Complete a feasibility study pertaining to broadband services and free Wi-Fi throughout the City                                                                                                                       |                    | ED               | Harumi        | Task not started                                | We have hired a consultant to assist us with the RFP. That work will start in 2023.                                                                                                                                                                                                                                                                                                |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                              | Subgoal | Objective                                                                                                                                                                               | Sub Objective                                                                                                                                                                          | Sub Sub Objectives | Assigned Dept(s) | Assigned Lead | Status              | Notes                                                                                                                                                                                                                                                       |
|-----|-----------------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|---------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E11 | Finance and Fiscal Responsibility | N/A     | Determine how the City will leverage its strong financial position with development revenues and ARPA Covid Relief money (\$10M).                                                       | Provide one free session of City-run summer camp to Oakley residents.                                                                                                                  |                    | REC              | Lindsey       | Complete            | Offered in Summer 2022                                                                                                                                                                                                                                      |
| E12 | Finance and Fiscal Responsibility | N/A     | Develop a sustainable financial plan that will identify opportunities for less dependency on property taxes while maintaining the quality of life that residents and businesses expect. |                                                                                                                                                                                        |                    | CDD<br>ED        | Brent Harumi  | Ongoing effort      | Business retention and expansion efforts are currently being reviewed with our Economic Development Workplan update.                                                                                                                                        |
| E13 | Finance and Fiscal Responsibility | N/A     | Develop a sustainable financial plan that will identify opportunities for less dependency on property taxes while maintaining the quality of life that residents and businesses expect. | Attract more businesses (commercial and industrial) to increase Oakley’s per-capita Sales and Use Tax revenues.                                                                        |                    | ED               | Harumi        | Ongoing effort      | Business retention and expansion efforts are currently being reviewed with our Economic Development Workplan update.                                                                                                                                        |
| E14 | Finance and Fiscal Responsibility | N/A     | Develop a sustainable financial plan that will identify opportunities for less dependency on property taxes while maintaining the quality of life that residents and businesses expect. | Seek to supplement existing funding sources with State and Federal grants for special projects                                                                                         |                    | CMO<br>ALL       | Josh          | In progress         | We have hired a new grant writing and lobbyist firm to assist with this effort.                                                                                                                                                                             |
| E15 | Finance and Fiscal Responsibility | N/A     | Develop a sustainable financial plan that will identify opportunities for less dependency on property taxes while maintaining the quality of life that residents and businesses expect. | Consider the implementation of an EIFD (enhanced infrastructure financing district) to make infrastructure improvements that will attract businesses and generate revenue              |                    | FIN<br>CMO       | Tim Kevin     | In progress         | As we continue discussions with consultants regarding the potential development of a library and of commercial and/or housing developments, we will see if an EIFD might be an option to consider. It has not seemed to be the best option to date, though. |
| E16 | Finance and Fiscal Responsibility | N/A     | Align infrastructure spending and long-term growth so we can plan beyond two years to improve streets and parks and provide for long-term maintenance                                   |                                                                                                                                                                                        |                    | PW               | Kevin         | In progress         | This is an on-going effort                                                                                                                                                                                                                                  |
| E17 | Finance and Fiscal Responsibility | N/A     | Align infrastructure spending and long-term growth so we can plan beyond two years to improve streets and parks and provide for long-term maintenance                                   | Create an internal services fund for facilities maintenance and improvements.                                                                                                          |                    | FIN              | Tim           | Not Yet In progress | Finance will work with Public Works/Engineering to make this happen for the Fiscal Year 2023/2024 Budget.                                                                                                                                                   |
| E18 | Finance and Fiscal Responsibility | N/A     | Align infrastructure spending and long-term growth so we can plan beyond two years to improve streets and parks and provide for long-term maintenance                                   | Establish a minimum baseline for General Fund contributions for street maintenance and improvements and include a growth factor in the recurring operating transfers budget each year. |                    | FIN              | Tim           | Complete            | Started with the FY 22/23 Budget.                                                                                                                                                                                                                           |
| E19 | Finance and Fiscal Responsibility | N/A     | Modernize Oakley to accommodate growth and improve efficiency by funding technology to improve:                                                                                         |                                                                                                                                                                                        |                    | FIN<br>ALL       | Tim           | In progress         | While some new software programs have been added, most progress in this area will take place with the Enterprise Resource Planning conversion, which is expected to being in July of 2023.                                                                  |
| E20 | Finance and Fiscal Responsibility | N/A     | Modernize Oakley to accommodate growth and improve efficiency by funding technology to improve:                                                                                         | Service for public-business license applications/other applications                                                                                                                    |                    | FIN              | Tim           | In progress         | Same as above.                                                                                                                                                                                                                                              |
| E21 | Finance and Fiscal Responsibility | N/A     | Modernize Oakley to accommodate growth and improve efficiency by funding technology to improve:                                                                                         | Financial modeling and finance/budget balancing                                                                                                                                        |                    | FIN              | Tim           | In progress         | Most progress in this area will take place with the ERP conversion, which is expected to being in July of 2023.                                                                                                                                             |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                              | Subgoal | Objective                                                                                       | Sub Objective                                                                                                                                               | Sub Sub Objectives                                                                                                                                 | Assigned Dept(s) | Assigned Lead | Status              | Notes                                                                                                                               |
|-----|-----------------------------------|---------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| E22 | Finance and Fiscal Responsibility | N/A     | Modernize Oakley to accommodate growth and improve efficiency by funding technology to improve: | Public safety and roads                                                                                                                                     |                                                                                                                                                    | PD<br>PW         | Chief Kevin   | Ongoing effort      | Efforts are being made across the board to increase traffic enforcement, road design, City projects, etc....                        |
| E23 | Finance and Fiscal Responsibility | N/A     | Modernize Oakley to accommodate growth and improve efficiency by funding technology to improve: | Customer-Friendly access to the City’s financial reporting information and to allow easier transactions without the need for customers to come to City Hall |                                                                                                                                                    | FIN<br>ALL       | Tim           | In progress         | Most progress in this area will take place with the ERP conversion, which is expected to being in July of 2023.                     |
| E24 | Finance and Fiscal Responsibility | N/A     | Modernize Oakley to accommodate growth and improve efficiency by funding technology to improve: | Infrastructure and asset management                                                                                                                         |                                                                                                                                                    | PW<br>FIN        | Kevin Tim     | In progress         | Most progress in this area will take place with the ERP conversion, which is expected to being in July of 2023.                     |
| E25 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               |                                                                                                                                                             |                                                                                                                                                    | FIN              | Tim           | Complete            |                                                                                                                                     |
| E26 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               | Continue to receive third party professional acknowledgment of our City’s financial practices:                                                              |                                                                                                                                                    | FIN              | Tim           | Ongoing             |                                                                                                                                     |
| E27 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               | Continue to receive third party professional acknowledgment of our City’s financial practices:                                                              | Continue to present, apply for, and receive the Government Finance Officers’ Association Award on the City’s Annual Comprehensive Financial Report | FIN              | Tim           | Ongoing             | The GFOA ACFR Award was received for FY 20/21 ACFR and we are currently having FY 21/22 ACFR audited.                               |
| E28 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               | Continue to receive third party professional acknowledgment of our City’s financial practices:                                                              | Continue to apply for and receive the California Society of Municipal Financial Officers’ Operating Budget Excellence Award.                       | FIN              | Tim           | Ongoing             | Received the CSMFO Budget Award for FY 21/22 and the FY 22/23 Budget is being submitted for award.                                  |
| E29 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               | Continue to update the Budget Strategies and Financial Policies in the City’s annual budgets.                                                               |                                                                                                                                                    | FIN              | Tim           | Ongoing             | This is reviewed annually.                                                                                                          |
| E30 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               | Consider how to include performance audits in the City’s budget to provide accountability for performance and compliance                                    |                                                                                                                                                    | FIN              | Tim           | Ongoing             | We did implement performance measures into the FY 22/23 Budget for the first time. This will be refined in future budgets, as well. |
| E31 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               | Maintain 10-year budget forecast to be updated with each annual budget                                                                                      |                                                                                                                                                    | FIN              | Tim           | Ongoing             | This is reviewed annually.                                                                                                          |
| E32 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               | Establish a 30% General Fund Reserve Policy to protect the City’s operations from a sudden drop in property tax and development-related revenues            |                                                                                                                                                    | FIN              | Tim           | Complete            |                                                                                                                                     |
| E33 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               | Establish a formal policy for the restrictions on and allowed uses of funds in the 30% General Fund Reserve Policy                                          |                                                                                                                                                    | FIN              | Tim           | Not Yet In progress | It is likely that this will be completed in conjunction with the FY 23/24 Budget.                                                   |
| E34 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               | Consider separating out the Capital Improvement Project (CIP) budget from the general operational budget.                                                   |                                                                                                                                                    | FIN              | Tim           | Complete            | Completed with the FY 22/23 Budget.                                                                                                 |
| E35 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                               | Consider separating out the Capital Improvement Project (CIP) budget from the general operational budget.                                                   | Itemize individual project line items for Council consideration in addition to aggregated projects.                                                | FIN              | Tim           | Complete            | Completed with the FY 22/23 Budget.                                                                                                 |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                              | Subgoal | Objective                                                                                                                                                                       | Sub Objective                                                                                                                                                                                                 | Sub Sub Objectives | Assigned Dept(s) | Assigned Lead | Status         | Notes                                                                                                                                                                                                     |
|-----|-----------------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|---------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E36 | Finance and Fiscal Responsibility | N/A     | Develop a Financial Strategy and Reporting Policy                                                                                                                               | Align Strategic Plan Goals and Objectives into the annual budget document, including performance measures                                                                                                     |                    | FIN              | Tim           | Complete       | Completed with the FY 22/23 Budget. Will be reviewed and improved on annually.                                                                                                                            |
| F1  | Sustainable Organization          | N/A     | Create a Recruitment and Retention Plan that will hire and retain staff to serve Oakley’s growing demands and sustain the level of service our residents and businesses expect. |                                                                                                                                                                                                               |                    | HR               | Jeri          | Ongoing effort | We are constantly looking to improve on our process.                                                                                                                                                      |
| F2  | Sustainable Organization          | N/A     | Create a Recruitment and Retention Plan that will hire and retain staff to serve Oakley’s growing demands and sustain the level of service our residents and businesses expect. | Create a competitive compensation package that is sustainable to attract and retain our greatest assets – our people.                                                                                         |                    | HR               | Jeri          | Complete       | Completed with the adoption of the FY 22/23 Budget.                                                                                                                                                       |
| F3  | Sustainable Organization          | N/A     | Create a Recruitment and Retention Plan that will hire and retain staff to serve Oakley’s growing demands and sustain the level of service our residents and businesses expect. | Provide appropriate training and professional development to keep up with regulatory requirements and skill sets to maintain the City                                                                         |                    | ALL              | ALL           | Ongoing        | Effort to ensure training for all employees is ongoing.                                                                                                                                                   |
| F4  | Sustainable Organization          | N/A     | Create a Recruitment and Retention Plan that will hire and retain staff to serve Oakley’s growing demands and sustain the level of service our residents and businesses expect. | Properly staff our Police Department to best protect and serve Oakley.                                                                                                                                        |                    | HR PD            | Jeri Chief    | In Process     | Once we are able to fill the open positions we have, we will be better able to determine what the true needs are.                                                                                         |
| F5  | Sustainable Organization          | N/A     | Create a Recruitment and Retention Plan that will hire and retain staff to serve Oakley’s growing demands and sustain the level of service our residents and businesses expect. | Address staffing limitations by hiring, contracting, or prioritizing programs, projects, and initiatives to scale appropriately.                                                                              |                    | ALL              | CMO           | Ongoing effort | We continue to look at the needs of the community and the services we need to deliver on. Staffing and scaling appropriately is all tied to our budget and available resources.                           |
| F6  | Sustainable Organization          | N/A     | Create a Recruitment and Retention Plan that will hire and retain staff to serve Oakley’s growing demands and sustain the level of service our residents and businesses expect. | Base the City’s performance on execution of SP27+ and other major initiatives.                                                                                                                                |                    | ALL              | CMO           | Ongoing effort |                                                                                                                                                                                                           |
| F7  | Sustainable Organization          | N/A     | Create a Recruitment and Retention Plan that will hire and retain staff to serve Oakley’s growing demands and sustain the level of service our residents and businesses expect. | Encourage employee wellness by creating a safe and healthy work environment, an Employee Assistance Program (EAP), regular employee appreciation events and team building, and the employee wellness program. |                    | HR               | Jeri          | Complete       | Hired Psych Law for PD and continue to offer EAP for all others. Had our wellness fair with almost 50 participants. Continue monthly wellness events, continue employee welcoming and appreciation events |
| F8  | Sustainable Organization          | N/A     | Create a Recruitment and Retention Plan that will hire and retain staff to serve Oakley’s growing demands and sustain the level of service our residents and businesses expect. | Rebuild and re-energize staff by surveying all employees to understand what would make Oakley a great place to work (e.g., work life balance, work from home schedule).                                       |                    | HR               | Jeri          | In Process     | Strategic plan had an employee portion of the survey. Did OPEN Enrollment survey, Employee Forum questions etc. We will also be reaching out this year for input on job descriptions                      |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                     | Subgoal | Objective                                                                | Sub Objective                                                                                                                                                       | Sub Sub Objectives                                                                                               | Assigned Dept(s) | Assigned Lead         | Status         | Notes                                                                                                                                                                                                                                                     |
|-----|--------------------------|---------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F9  | Sustainable Organization | N/A     | Identify and invest in resources to execute the City's responsibilities. |                                                                                                                                                                     |                                                                                                                  | ALL              | Josh                  | Ongoing effort | We continue to look at the needs of the community and the services we need to deliver on. Staffing and scaling appropriately is all tied to our budget and available resources.                                                                           |
| F10 | Sustainable Organization | N/A     | Identify and invest in resources to execute the City's responsibilities. | Invest in Electric Vehicle fleet, which would require downtown charging stations.                                                                                   |                                                                                                                  | FIN<br>PW<br>PD  | Tim<br>Kevin<br>Chief | Future Item    | We will monitor availability of incentives and seek grant funding related to Electric Vehicles and related infrastructure for charging Electric Fleet vehicles.                                                                                           |
| F11 | Sustainable Organization | N/A     | Identify and invest in resources to execute the City's responsibilities. | Upgrade IT services to include new computer systems and more efficient IT response to computer and technical issues to ensure projects can be delivered efficiently |                                                                                                                  | FIN              | Tim                   | In progress    | This is a ongoing discussion in City Hall to ensure our Team has the resources available to do their jobs to the highest level.                                                                                                                           |
| F12 | Sustainable Organization | N/A     | Identify and invest in resources to execute the City's responsibilities. | Consider fulfilling staffing and hiring needs based on comprehensive Staffing Plan as aligned with SP27+ and other major initiatives.                               |                                                                                                                  | HR               | Jeri                  | In progress    | Once job description questionnaires are complete, will do a look a the future needs, not just for PD                                                                                                                                                      |
| F13 | Sustainable Organization | N/A     | Identify and invest in resources to execute the City's responsibilities. | Consider fulfilling staffing and hiring needs based on comprehensive Staffing Plan as aligned with SP27+ and other major initiatives.                               | Grant writer to identify State and Federal grants to support Oakley                                              | CMO              | Josh                  | In progress    | We have hired a new grant writing and lobbyist firm to assist with this effort.                                                                                                                                                                           |
| F14 | Sustainable Organization | N/A     | Identify and invest in resources to execute the City's responsibilities. | Consider fulfilling staffing and hiring needs based on comprehensive Staffing Plan as aligned with SP27+ and other major initiatives.                               | Parks & Recreation staff to keep up with demands of new parks and recreational programming                       | PW<br>REC        | Kevin<br>Lindsey      | In progress    | Staff have increased recreation classes, and are working to introduce more as the school facilities just became available to reserve for the first time since COVID shut downs. Staff are also looking for additional community partners and instructors. |
| F15 | Sustainable Organization | N/A     | Identify and invest in resources to execute the City's responsibilities. | Consider fulfilling staffing and hiring needs based on comprehensive Staffing Plan as aligned with SP27+ and other major initiatives.                               | Public Works staff to keep up with demands of new housing, parks and infrastructure development and maintenance. | PW               | Kevin                 | In progress    | This is an on-going effort                                                                                                                                                                                                                                |
| F16 | Sustainable Organization | N/A     | Identify and invest in resources to execute the City's responsibilities. | Consider fulfilling staffing and hiring needs based on comprehensive Staffing Plan as aligned with SP27+ and other major initiatives.                               | Police to keep up with growing safety needs                                                                      | PD               | Chief                 | In progress    | PD is constantly hiring (multiple officers hired in 2022). The City Council recently approved an incentive program to help with hiring.                                                                                                                   |
| F17 | Sustainable Organization | N/A     | Identify and invest in resources to execute the City's responsibilities. | Consider fulfilling staffing and hiring needs based on comprehensive Staffing Plan as aligned with SP27+ and other major initiatives.                               | Other needs as determined                                                                                        | ALL              | ALL                   | Ongoing        | Effort is also covered under other goals.                                                                                                                                                                                                                 |

Strategic Plan 2022-2027+ Objectives

| ##  | Goal                     | Subgoal | Objective                                                                                                                                                                                                                                     | Sub Objective                                                                                                                                                                                 | Sub Sub Objectives | Assigned Dept(s) | Assigned Lead | Status         | Notes                                                                                                     |
|-----|--------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|---------------|----------------|-----------------------------------------------------------------------------------------------------------|
| F18 | Sustainable Organization | N/A     | Create a City-wide Succession Plan that anticipates retirement, attrition, and promotions, and provides opportunity for development and growth, to build a well-rounded team that is prepared to serve the City now and well into its future. |                                                                                                                                                                                               |                    | HR<br>ALL        | Jeri          | In progress    | Once job description questionnaires are complete, will do a look a the future needs, not just for PD      |
| F19 | Sustainable Organization | N/A     | Reinforce a safe and healthy work environment to protect our employees and minimize compensation claims.                                                                                                                                      |                                                                                                                                                                                               |                    | HR<br>PD         | Jeri<br>Chief | In progress    | We host multiple events for Staff throughout the year to promote wellness and a safe working environment. |
| F21 | Sustainable Organization | N/A     | Establish trust in City Hall.                                                                                                                                                                                                                 | Reinforce the investment of our revitalized staff and Council and create measurable partnerships among the trio of Council, staff, and the community to deliver on Oakley’s co-created SP27+. |                    | CMO              | Josh          | Ongoing effort |                                                                                                           |
| F22 | Sustainable Organization | N/A     | Establish trust in City Hall.                                                                                                                                                                                                                 | In order to recruit and retain staff, Oakley must improve its public-private partnership and live its established values to attract residents, businesses, and employees alike.               |                    | ALL              | ALL           | Ongoing effort |                                                                                                           |
| F23 | Sustainable Organization | N/A     | Establish trust in City Hall.                                                                                                                                                                                                                 | Reinforce Team Oakley: Council, staff, and the public by celebrating successes and communicating obstacles for full transparency to create a learning environment.                            |                    | ALL              | ALL           | Ongoing effort |                                                                                                           |
| F24 | Sustainable Organization | N/A     | Establish trust in City Hall.                                                                                                                                                                                                                 | Inspire and encourage Oakley staff to be visible and work with the community at large.                                                                                                        |                    | ALL              | ALL           | Ongoing effort |                                                                                                           |
| F25 | Sustainable Organization | N/A     | Establish trust in City Hall.                                                                                                                                                                                                                 | Acknowledge roles and responsibilities per the City’s Governance Guidelines & Protocols Policy Framework to guide the execution of the Strategic Plan.                                        |                    | ALL              | ALL           | Ongoing effort |                                                                                                           |

## STAFF REPORT

**DATE:** November 8, 2022

**TO:** Joshua McMurray, City Manager

*Approved and Forwarded to the City Council*

**FROM:** Derek P. Cole, City Attorney

**SUBJECT: URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY IMPOSING A MORATORIUM ON THE PERMITTING OF DRIVE-THROUGH RESTAURANTS, CARWASHES, GAS STATIONS, AND SELF-STORAGE FACILITIES WITHIN CITY LIMITS TO ALLOW FOR EVALUATION OF THEIR LAND USE AND ENVIRONMENTAL IMPACTS AND THE ENACTMENT OF FURTHER AND APPROPRIATE REGULATIONS CONCERNING THE SAME**

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### **Background and Discussion**

On September 28, 2022, during the future-agenda items portion of the City Council Meeting, two councilmembers requested that the City consider an agenda item concerning a moratorium on new special land uses associated with a zoning ordinance under recent consideration. These uses are for the drive-through restaurants, carwashes, gas stations, and self-storage facilities, which all have been the subject of several work-session meetings since 2021. At the September 28, 2022 City Council meeting, Staff was directed to present a proposed moratorium ordinance for consideration at a future Council meeting.

State law permits a city to adopt an interim ordinance that prohibits otherwise permitted uses when those uses conflict with potential land use proposals that the city is considering, studying, or intending to study within a reasonable time. These measures require a four-fifths vote of the city council. As part of the ordinance, the council must make a finding that there is a current and immediate threat to the public health, safety or welfare.

The proposed ordinance imposes an initial, 45-day moratorium on the four special land uses anywhere within the City. The 45-day limit of this ordinance is due to the specific requirements for “interim” or “urgency” zoning ordinances. Per Government Code section 65858, an urgency ordinance may only initially be enacted for a period of up to 45 days. The City Council thereafter may only extend the ordinance two additional times—first, for a period of 10 months and 15 days;

and second, for a period of up to one year. In total, the urgency moratorium may last for two years.

As was explained during the City Council's previous workshops, the Oakley Municipal Code currently addresses the special land uses in a general way, through the authority to issue conditional use permits. The proposed moratorium would be enacted on the basis that it would be necessary to suspend consideration of applications for such permits while the ordinance concerning the special land uses is being considered.

As drafted, the proposed ordinance would declare as the City Council's findings that:

"A. Currently, the City regulates the Special Land Uses only generally, and the OMC does not provide for the focused, specific, and tailored regulation of such uses necessary to address the land use compatibility issues the City Council has identified through its efforts to date to study this subject.

B. Without the imposition of a temporary moratorium on the Special Land Uses, the City may be required to process applications for such development even though its existing regulations require updating based on study and analysis that results in recommendations of new standards and best practices for such uses.

C. There is a current and immediate threat to the public health, safety, and welfare of the City and its residents, thereby necessitating the immediate enactment of this urgency moratorium, in that the approval of any permits for the Special Land Uses in the City would be required to be processed under the City's existing rules and procedures, which are general in nature, and do not provide for the specific regulations and performance measures that have been identified through the City's study of the regulation of such land uses to date.

D. The adoption of this urgency moratorium is necessary to protect the City and its residents, businesses, and visitors from the potential impacts of incompatible land use and environmental impacts, particularly as concerns sensitive to residential and school uses, under current City regulations.

E. Imposition of the moratorium will allow the City sufficient time to conclude the preparation of a comprehensive ordinance for the regulation of the Special Land Uses moving forward. The absence of this urgency measure would create a serious threat to the orderly and effective implementation of any amendments to the OMC which may be adopted by the City Council as a result of studying this subject in that the approval of the Special Land Uses under the existing City rules and procedures may be in conflict with or frustrate the contemplated updates and revisions to the OMC."

If the Council enacts the proposed moratorium, then for so long as the ordinance is in effect, including through any extension, the City shall not receive, accept, process, or approve any application for any permit to allow any of the four special land uses, whether alone in scope or in combination with other uses either as part of a larger site or as a component of a mixed-use project.

As a condition for adoption of the proposed urgency ordinance, the City Manager, or designee, would be required to prepare a report describing the measures taken to alleviate the condition which led to adoption of the ordinance for presentation to the City Council no later than ten days prior to the expiration of the ordinance.

### **Recommendation**

Staff recommends that the City Council consider the proposed urgency ordinance. Should four-fifths of the City Council vote to enact the urgency ordinance, the ordinance would become effective immediately, for a period of 45 days unless extended.

If the Council approves the ordinance by this margin, it will need to give direction regarding the scheduling of any further meeting to continue the urgency ordinance beyond the initial 45-day period. The only remaining regularly scheduled meeting within this time period is the last meeting of the year on December 13.

### **Consistency with the Oakley Strategic Plan 27+**

The proposed ordinance would further the Community Health and Safety goal in that it would be designed protect the city's public and prioritize safe streets, healthy neighborhoods, and robust community resources to benefit its most valued assets—its people.

### **Attachment**

1. Proposed Moratorium Ordinance Concerning Special Land Uses

**ORDINANCE NO. \_\_-22**

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY  
IMPOSING A MORATORIUM ON THE PERMITTING OF DRIVE-THROUGH  
RESTAURANTS, CARWASHES, GAS STATIONS, AND SELF-STORAGE  
FACILITIES WITHIN CITY LIMITS TO ALLOW FOR EVALUATION OF THEIR LAND  
USE AND ENVIRONMENTAL IMPACTS AND THE ENACTMENT OF FURTHER  
AND APPROPRIATE REGULATIONS CONCERNING THE SAME**

**WHEREAS**, on April 13, 2021, during the discussion of a Zoning Code Update Work Session in which the City Council discussed a comprehensive Zoning Code Update that would likely follow adoption of the current Focused General Plan Update, the Council identified that an opportunity existed to conduct more specific updates for certain uses that may warrant immediate attention;

**WHEREAS**, as a result of the April 13, 2021 Work Session, the four land uses addressed in this Ordinance were further researched by Staff and brought back to the City Council at its July 13, 2021 meeting for a second, more focused Work Session;

**WHEREAS**, after receiving a Staff presentation and holding discussions regarding each of the four special land uses, the City Council directed Staff to bring back ordinance language for consideration;

**WHEREAS**, on September 28, 2021, the City Council held a public hearing on a City-initiated request for approval of Zoning Ordinance Text Amendments to Article 12 of Chapter 1 of Title 9 of the Oakley Municipal Code ("OMC"), titled "Special Land Uses" (RZ 04-21);

**WHEREAS**, the proposed amendments consisted of adding four new subsections to address four special land uses as follows: Drive-Through Restaurants (proposed OMC Subsection 9.1.1236); Carwashes (proposed OMC Subsection 9.1.1238); Gas Stations (proposed OMC Subsection 9.1.1240); and Self-Storage (proposed OMC Subsection 9.1.1242) (collectively, "Special Land Uses");

**WHEREAS**, after deliberations, no action was taken during the September 28, 2021 meeting and the City Council directed Staff to seek out additional information from stakeholders and provide more analysis on the impacts created by potential buffers and bring the matter back for additional consideration in a future work session setting;

**WHEREAS**, on May 24, 2022, the City Council held a second Work Session to discuss the Special Land Uses, including draft performance and operational standards and establishment of potential buffers;

**WHEREAS**, the May 24, 2022 Work Session included a summary of feedback from commercial developers, brokers, and property owners and an analysis of potential required buffers between the Special Land Uses and uses such as residentially zoned land and public schools;

**WHEREAS**, as part of the May 24, 2022 Work Session, Staff gave a presentation that provided examples of how a 300-foot buffer from residential land and public schools would affect nearby commercially designated properties, and the manner in which some of those properties would be impacted;

**WHEREAS**, the City Council received feedback that led to a consensus that applications would be handled on a case-by-case basis, with the anticipation of additional standards in place (as a result of the proposed ordinance), and that the addition of a 300-foot buffer may be appropriate;

**WHEREAS**, at its September 13, 2022 meeting, the City Council considered the renewed first reading of an updated ordinance regulating the Special Land Uses, which included performance standards and measures responsive to the input it had received from the preceding workshops; and

**WHEREAS**, prior to the consideration of the first reading of the ordinance on September 13, 2022, the City Council received comments from a number of property owners and prospective applicants who could be affected by the provisions of the proposed ordinance; and

**WHEREAS**, to allow Staff further time to analysis the proposed ordinance in light of the comments received, the City Council continued the proposed ordinance for further analysis at its September 28, 2022 meeting; and

**WHEREAS**, at the September 28, 2022 City Council meeting, the Council received an update from Staff, which indicated it would require further analysis to consider the issues recently raised concerning the ordinance; and in response, the Council directed Staff to bring back the item as expeditiously as possible, but to bring forward for consideration a moratorium on the land uses to be addressed by the ordinance pending the consideration of the permanent new regulations under consideration; and

**WHEREAS**, currently, OMC Section 9.1.1602 is the only City ordinance addressing the Special Land Uses in that it allows such uses to be instituted in qualifying zoning districts upon the issuance of a conditional use permit;

**WHEREAS**, OMC Section 9.1.1602 allows for the issuance of conditional use permits based on factors that are general in nature, are applicable to numerous potential land uses, and do not specify performance measures and specific regulations related to the Special Land Uses;

**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, morals, and welfare of the City and its residents; and

**WHEREAS**, California Government Code Section 65858 provides that, without following the procedures otherwise required prior to the adoption of a zoning ordinance and for the purpose of protecting the public safety, health and welfare, the City Council may adopt, as an urgency measure, an interim ordinance prohibiting any uses that may be in conflict with "a contemplated general plan, specific plan, or zoning proposal that the City Council, planning commission or the planning department is considering or studying or intends to study within a reasonable time"; and

**WHEREAS**, consistent with the above authority, and in response to conditions and evidence of which it has become aware through the workshops and meetings described above, the City Council desires to adopt a moratorium on the permitting of the Special Land Uses within city limits to allow for evaluation of whether the existing City regulation concerning such uses are sufficient to protect the public health, safety, and welfare, and to ensure adequate compatibility of such uses and their surrounding land uses, particularly on sensitive land uses such as residential neighborhoods and schools; and

**WHEREAS**, for the reasons more fully described within, the City Council determines, by at least a four-fifths (4/5) vote, that this urgency ordinance is a matter of City-wide importance, is a reasonable and necessary measure designed for the immediate preservation and protection of the public health, safety, or welfare of the community; and is in accordance with the public purposes and provisions of applicable State and local laws and requirements.

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

**SECTION 1. MORATORIUM FINDINGS.**

A. Currently, the City regulates the Special Land Uses only generally, and the OMC does not provide for the focused, specific, and tailored regulation of such uses necessary to address the land use compatibility issues the City Council has identified through its efforts to date to study this subject.

B. Without the imposition of a temporary moratorium on the Special Land Uses, the City may be required to process applications for such development even though its existing regulations require updating based on study and analysis that results in recommendations of new standards and best practices for such uses.

C. There is a current and immediate threat to the public health, safety, and

welfare of the City and its residents, thereby necessitating the immediate enactment of this urgency moratorium, in that the approval of any permits for the Special Land Uses in the City would be required to be processed under the City's existing rules and procedures, which are general in nature, and do not provide for the specific regulations and performance measures that have been identified through the City's study of the regulation of such land uses to date.

D. The adoption of this urgency moratorium is necessary to protect the City and its residents, businesses, and visitors from the potential impacts of incompatible land use and environmental impacts, particularly as concerns sensitive to residential and school uses, under current City regulations.

E. Imposition of the moratorium will allow the City sufficient time to conclude the preparation of a comprehensive ordinance for the regulation of the Special Land Uses moving forward. The absence of this urgency measure would create a serious threat to the orderly and effective implementation of any amendments to the OMC which may be adopted by the City Council as a result of studying this subject in that the approval of the Special Land Uses under the existing City rules and procedures may be in conflict with or frustrate the contemplated updates and revisions to the OMC.

## SECTION 2. IMPOSITION OF MORATORIUM.

For so long as this Ordinance is in effect, including through any extension, the City shall not receive, accept, process, or approve any application for any conditional use permit concerning any Special Land Use, as identified above, whether alone in scope or in combination with other uses either as part of a larger site or as a component of a mixed-use project.

## SECTION 3. CEQA FINDING.

The City Council determines that the provisions of this ordinance are exempt from the California Environmental Quality Act ("CEQA") because the instant ordinance involves continuing administrative activities and thus is not a project, as CEQA defines, pursuant to Section 15378(b)(2) of the CEQA Guidelines. To the extent the adoption of this Ordinance constitutes a project, the City Council finds pursuant to CEQA Guideline Section 15061(b)(3) that the project is exempt from environmental review because it can be seen with certainty that the adoption of this urgency ordinance would not have any significant impact on the environment.

## SECTION 4. REPORT.

The City Manager, or designee, is authorized and directed to prepare the report required by paragraph (d) of California Government Code Section 65858 describing the measures

taken to alleviate the condition which led to adoption of this Ordinance for presentation to the City Council no later than ten days prior to the expiration of this Ordinance.

**SECTION 5.** EFFECTIVE DATE; FOUR-FIFTHS VOTE REQUIRED.

This Ordinance shall become effective immediately upon adoption if adopted by at least a four-fifths (4/5) vote of the total members of the City Council and shall be in effect for forty-five (45) days from the date of adoption, unless extended by the City Council as provided in California Government Code Section 65858.

**SECTION 6.** PUBLICATION.

The City Clerk shall certify to the passage of this Ordinance and shall cause this Ordinance or a summary thereof to be printed once within fifteen (15) days after its adoption in a newspaper of general circulation, published and circulated in the City of Oakley.

**PASSED, APPROVED, AND ADOPTED** this 8th day of November 2022 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

\_\_\_\_\_  
Randy Pope, Mayor

ATTEST:

\_\_\_\_\_  
Libby Vreonis, City Clerk

\_\_\_\_\_  
Date

## STAFF REPORT

**DATE:** November 8, 2022

**TO:** Mayor and Members of the City Council Approved and Forwarded to the City Council

**FROM:** Derek P. Cole, City Attorney

**SUBJECT:** Process for Review of City Manager Compensation

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### **Background**

During my tenure as City Attorney, which began in 2010, the City Council has recognized that the Mayor and Vice Mayor act as a subcommittee of the Council for purposes of considering any adjustments to the City Manager's compensation. This was the practice communicated to me by my predecessor, and it has been the practice that I have coordinated whenever the issue of compensation was considered.

The origin of this practice is a 2008 City Council resolution, a copy of which is attached. By its terms, this resolution was only related to the City Manager's review during that calendar year. To my knowledge, there were no similar resolutions for 2009 or any year thereafter. But the uncodified practice since that year has been to follow the subcommittee structure.

At a recent City Council meeting, councilmembers requested that the process for considering City Manager compensation issues be brought to the full Council for discussion and direction.

### **Discussion**

Staff and I would appreciate receiving direction from the City Council on this subject. One option would be to continue the existing practice of having the Mayor and Vice Mayor serve as a subcommittee concerning City Manager compensation issues. If that would be the pleasure of the Council, then I would prepare a similar resolution to the attached resolution for 2023 and any additional years the Council may specify.

Another option would be to keep the Council subcommittee structure, but to appoint different members than the Mayor and Vice Mayor. The Council also need not utilize a subcommittee for the negotiations. It may also appoint one of its members to serve as a negotiator on its behalf.

### **Attachments**

1. City Council Resolution 115-08

**RESOLUTION NO. 115-08**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY FORMING A SUBCOMMITTEE FOR THE CITY MANAGER'S ANNUAL EVALUATION AND APPOINTING THE MAYOR AND VICE MAYOR TO THE SUBCOMMITTEE**

**WHEREAS**, on December 20, 2005, the Bryan H. Montgomery ("City Manager") began employment as City Manager of the City of Oakley and as Executive Director of the Oakley Redevelopment Agency; and,

**WHEREAS**, the City Council conducts an annual review and evaluation of the City Manager's performance in December of each year; and,

**WHEREAS**, it is the City Council's practice to form a subcommittee to facilitate the City Manager's annual review and to appoint the Mayor and Vice Mayor to serve on this subcommittee.

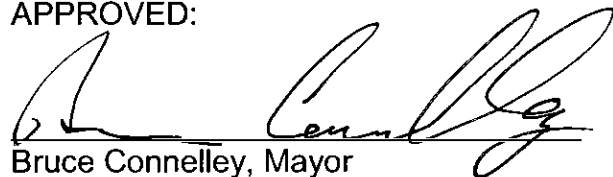
**WHEREAS**, the City Manager's annual performance review and evaluation is scheduled for December 2008.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Oakley that it hereby forms a Council subcommittee to facilitate the City Manager's December 2008 performance review and evaluation and that Mayor Connelley and Vice Mayor Rios are hereby appointed to serve on this subcommittee.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Oakley held on the 25<sup>th</sup> day of November 2008, by Councilmember Nix, who moved its adoption, which motion being duly seconded by Councilmember Anderson, was upon voice vote carried and the resolution adopted by the following vote:

|              |                                        |
|--------------|----------------------------------------|
| AYES:        | Anderson, Connelley, Nix, Rios, Romick |
| NOES:        | None                                   |
| ABSTENTIONS: | None                                   |
| ABSENT:      | None                                   |

APPROVED:

  
Bruce Connelley, Mayor

ATTEST:

  
Nancy Ortenblad, City Clerk