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, October 14, 2025
6:30 PM
Oakley City Council Chambers located at 3231 Main Street, Oakley, California 94561. Unless stated otherwise on the agenda, every item on the agenda is exempt from CEQA Guidelines Sections 15060(c), 15061(b)(3), 15273, 15378, 15301, 15323 and/or Public Resources Code Section 21065.

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

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

Agendas are posted in Oakley at Oakley City Hall-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.oakleyca.gov.

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, in the Main Lobby of Oakley City Hall.

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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.oakleyca.gov/publiccomment.

1. OPENING MATTERS
   Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority

   1.1 Call to Order and Roll Call

   1.2 Pledge of Allegiance to the Flag

   1.3 Certificate of Recognition to the Rotary Club of Oakley (Shannon Shaw, Mayor)
   Certificate

   1.4 Proclamation Recognizing National Community Planning Month (Ken Strelo, Community Development Director)
   Proclamation

   1.5 Proclamation Recognizing Code Enforcement Officer Appreciation Week (Conrad Fromme, Chief Building Official)
   Proclamation

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

3. COUNCILMEMBER COMMENTS

4. CONSENT CALENDAR
   Consent Calendar items are typically non-controversial in nature and are considered for approval by the Oakley City Council/ Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority with one single action. Members of the audience, Staff or the Oakley City Council/ Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority who would like an item removed from the Consent Calendar

for purposes of public input may request the Mayor remove the item. The public may request to remove an item(s) to provide input by completing a public speaker card and submitting it to the City Clerk prior to the item(s) being called by the Mayor.

4.1 Approve Minutes from the Regular Meeting held September 23, 2025 (Kim Snodgrass, City Clerk)
Minutes

4.2 Approve Minutes from the Special Meeting held September 19, 2025 (Kim Snodgrass, City Clerk)
Minutes

4.3 Report out of Closed Session Memo from the Special Meeting held September 11, 2025 (Derek Cole, City Attorney)
Memo (September 11, 2025)

4.4 Report out of Closed Session Memo from the Special Meeting held September 19, 2025 (Derek Cole, City Attorney)
Memo (September 19, 2025)

4.5 Adopt a Resolution Approving the Agreement with Meritage Homes of California, Inc. for "Stormwater Management Facility Operations and Maintenance Agreement, and Right of Entry" for Subdivision 9615 Machado Property and Authorizing the City Manager to Execute the Agreement (Kevin Rohani, P.E., Public Works Director/City Engineer)
Staff Report
1. Resolution
2. Location Map
3. Draft Stormwater O&M Agreement

4.6 Adopt a Resolution Approving the Agreement with Meritage Homes of California, Inc. for "Stormwater Management Facility Operations and Maintenance Agreement, and Right of Entry" for Subdivision 9614 Sellers Avenue Subdivision and Authorizing the City Manager to Execute the Agreement (Kevin Rohani, P.E., Public Works Director/City Engineer)
Staff Report
1. Resolution
2. Location Map
3. Draft Stormwater O&M Agreement

4.7 Adopt a Resolution Awarding a Construction Contract to FJ&I Engineering, Inc. for the Construction of Fiscal Year 2025/26 Curb, Gutter, & Sidewalk Repair and Reconstruction Project, Capital Improvement Project (CIP) Number 321 (Kevin Rohani, P.E., Public Works Director/City Engineer)
Staff Report
1. Resolution
2. Bid Results

4.8 Creating Zone 200 within the Oakley Special Police Tax Area Consisting of the 5401 Live Oak Avenue Project Located at 5401 Live Oak Avenue (APN 037-090-005-2) (Kevin Rohani, P.E., Public Works Director/City Engineer)

Staff Report
1. Resolution
1A. Exhibit A - Diagram
2. Ordinance Establishing a Special Tax
2A. Exhibit A - Diagram
2B. Exhibit B - Schedule for Police Service Tax

5. PUBLIC HEARINGS

5.1 Housing Element Rezone - General Plan Amendments and Rezoning (GPA 2025-004, RZ 2025-004) - Adoption of a Resolution Approving General Plan Amendments and Introduction of an Ordinance Approving Rezonings to Implement Policy Action 1.1 of the City Oakley Housing Element 2023-2031 (Ken Strelo, Community Development Director)

California Environmental Quality Act (CEQA) determination: find that the project is exempt from CEQA under the statutory exemption provided in California Public Resources Code § 21080.085
Staff Recommendation: 1) Receive the Staff Report, 2) Receive Questions from the City Council, 3) Open the Public Hearing, 4) Receive Public Testimony, 5) Close the Public Hearing, 6) Deliberate, 7) Summarize the Deliberation 9) Adopt the Resolution and Introduce the Ordinance
Staff Report
1. Notice of Public Hearing
2. Summary of Sites Subject to General Plan Amendment and/or Rezone
3. Planning Commission Resolution No. 11-25
4. Proposed Resolution
5. Proposed Ordinance

6. REGULAR CALENDAR

6.1 Strategic Plan 27+ Update (Joshua McMurray, City Manager)
Staff Report
1. Strategic Plan Dashboard
2. Strategic Plan 27+

6.2 Adopt a Resolution Adopting the City of Oakley Comprehensive Emergency Management Plan and Rescinding Resolution No. 126-05 (Danielle Navarro, Assistant City Manager)
Staff Report
1. Resolution
2. Comprehensive Emergency Management Plan

6.3 Introduction and Waiver of First Reading of an Ordinance of the City Council of Oakley Amending Section 2.1.003 of the Oakley Municipal Code Concerning the Appointment of the Mayor and Vice Mayor (Derek Cole, City Attorney)
Staff Report
1. Ordinance Amending District Rotation Schedule

2. Ordinance Reverting to Seniority System

6.4 Consider the Adoption of a Censure by the City Council of Councilmember Fuller (Shannon Shaw, Mayor)
Staff Report
1. City Attorney's Supplemental Staff Report
2. Resolution of Censure

7. REPORTS

7.1 CITY MANAGER
(a) City Manager
(b) Business License Update
(c) City Council Follow-up: "Blue Sky" Contract for Animal Evacuation Services (Danielle Navarro, Assistant City Manager)
(b) September New Business Licenses
(c) Memorandum

7.2 OAKLEY CITY COUNCIL/OAKLEY CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE OAKLEY REDEVELOPMENT AGENCY (a) Reports from Council Liaisons to Regional Committees, Commissions and Boards AND Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency (b) Requests for Future Agendas

8. WORK SESSIONS

9. CLOSED SESSION

9.1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code Section 54956.9(d)(1)
Schaefers v. BNSF Railway Company (and City of Oakley), Contra Costa Superior Court, Case No. C22-01552

McCallister v. Moeckel (and City of Oakley), Contra Costa Superior Court, Case No. C23-00834

Adler v. City of Oakley Police Officers, US District Court, N. D. Cal. Case No. 4:24-cv-03939-HSG

County of Contra Costa, et al. (and City of Oakley) v. Monsanto Co., et al., Civ. No. C22-02818

Cendejas v. City of Oakley. Contra Costa Sup. Ct. Case No. C24-02585

10. ADJOURN

This Certificate Presented by the City of Oakley

to

Rotary Club of Oakley

In recognition of their outstanding achievements and significant impact on Oakley as the Best Nonprofit of the Year.

Your tireless efforts and dedication have made a profound difference.

October 14, 2025
Date

_____
Shannon Shaw, Mayor

OAKLEY
CALIFORNIA

Proclamation

Community Planning Month

WHEREAS change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS planners can help navigate this change with data-driven insights and expertise that provide better choices for how people work and live; and

WHEREAS community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS the full benefits of planning require public elected and appointed officials who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS the American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to every community, and how planners are uniquely positioned to identify solutions to communities' most difficult housing, transportation, and land use questions, and

WHEREAS the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of appointed planning commission members who have contributed their time and expertise to the improvement of the City of Oakley; and

WHEREAS we recognize the many valuable contributions made by the professional planners of the City of Oakley and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, BE IT RESOLVED, that I, Shannon Shaw, Mayor of the City of Oakley along with the members of the Oakley City Council do hereby proclaim the month of October 2025 as Community Planning Month in conjunction with the celebration of National Community Planning Month.

Dated: October 14, 2025

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Shannon Shaw, Mayor

OAKLEY
CALIFORNIA

Proclamation

Code Enforcement Appreciation Week

October 12-18, 2025

WHEREAS, the state of California has proclaimed the 2nd week of October as Code Enforcement appreciation week; and

WHEREAS, the Code Enforcement officer provides for the safety, health and welfare of the citizens within the City of Oakley through the enforcement of local, state, and federal laws and ordinances dealing with various issues of building, zoning, housing, animal control, environmental, health, and life safety; and

WHEREAS, the Code Enforcement officer has a challenging and demanding role and often does not receive recognition for the job done to improve the quality of life for residents; and

WHEREAS, the role of the Code Enforcement officer has expanded in recent years with jurisdictions increasingly relying on the expertise and training of code enforcement officers in their communities; and

WHEREAS, the Code Enforcement officer is a dedicated, highly qualified, and highly trained professional who shares the goals of preventing neighborhood deterioration, enhancing communities, ensuring safety, and preserving property values through knowledge, training, and application of housing, zoning, and nuisance laws; and

WHEREAS, the Code Enforcement officer often has a highly visible role, particularly in the City of Oakley and regularly interacts with the public and a variety of federal, state, county, and local officials in their capacity as code enforcement officers; and

WHEREAS, the City of Oakley wants to recognize and honor the Code Enforcement officers that serve our community and acknowledge their role in leading the way to improve the quality of life within our community.

NOW, THEREFORE BE IT RESOLVED that I, Shannon Shaw, Mayor of the City of Oakley along with the members of the Oakley City Council do hereby proclaim October 12-18, 2025, as Code Enforcement Officer Appreciation Week.

October 14, 2025

_____

Shannon Shaw, 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 HELD SEPTEMBER 23, 2025

1. OPENING MATTERS

1.1 Call to Order and Roll Call

Mayor Shannon Shaw called the meeting to order at 6:30 p.m. Vice Mayor Hugh Henderson and Councilmembers George Fuller, Aaron Meadows and Anissa Williams were also present.

1.2 Pledge of Allegiance to the Flag

Vice Mayor Henderson led the Pledge of Allegiance to the Flag.

1.3 Update on the Delta (Roger Mammon)

Roger Mammon provided an update on the Delta.

1.4 Update from Contra Costa County Fire Protection District (Assistant Fire Chief, Xon Burris)

Xon Burris provided an update on the Contra Costa County Fire Protection District.

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

Chalo Buckman provided a written update on the Contra Costa County Advisory Council on Aging.

2. PUBLIC COMMENTS

Public Comments were provided by Bud Chaddock and Sharon Kuykendall.

Public Comments were received by Precy Galang, Sara Petersen and Renae Maloa-Taulealo and will be entered into the public record.

3. COUNCILMEMBER COMMENTS

Comments were provided by Councilmember Fuller and Mayor Shaw.

4. CONSENT CALENDAR

4.1 Approve Minutes from the Regular Meeting held September 9, 2025 (Kim Snodgrass, City Clerk)

4.2 Approve Minutes from the Special Meeting held September 11, 2025 (Kim Snodgrass, City Clerk)

4.3 Report out of Closed Session Memo (Derek Cole, City Attorney)

4.4 Adopt a Resolution Awarding a Construction Contract to Consolidated Engineering Inc. for the construction of Fiscal Year (FY) 2025/26 Street Repair and Resurfacing Project – Capital Improvement Project (CIP) Number 333 A (Kevin Rohani, P.E., Public Works Director/City Engineer)

4.5 Adopt a Resolution Re-Appointing Chalo Buckman to the Contra Costa County Advisory Council on Aging for a new Two-Year Term (Kim Snodgrass, City Clerk)

4.6 Adopt a Resolution Authorizing the Award of Contract to ODP Business Interiors for the Purchase and Installation of Cubicles and Office Furniture for the City Hall Remodeling Project, Capital Improvement Project (CIP) Number 329 (Kevin Rohani, P.E., Public Works Director/City Engineer)

4.7 Adopt a Resolution Approving a Contract with AXON Enterprise, Inc. for Conducted Energy Weapons (Taser), Body Worn Camera, and Digital Evidence Services (Paul Beard, Chief of Police)

Councilmember Fuller pulled items 4.1 and 4.3.

Councilmember Williams pulled item 4.5.

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

Item 4.1

Councilmember Fuller mentioned he will vote no.

It was moved by Councilmember Meadows and seconded by Councilmember Williams to approve item 4.1. Ayes: Henderson, Meadows, Shaw, Williams Noes: Fuller (4-1)

Item 4.3

Councilmember Fuller stated he believed the memo was inaccurate.

City Attorney David Richie mentioned Councilmember Fuller could entertain a motion to modify the memo.

Mr. Fuller presented a modification.

The item was tabled at the Council's direction to allow City Attorney Derek Cole to review the memo and bring it back for approval at the next meeting.

Item 4.5

Councilmember Williams stated she wanted to recognize Chalo Buckman for doing a phenomenal job.

It was moved by Councilmember Williams and seconded by Councilmember Meadows to approve item 4.5. Motion was unanimous and so ordered. (5-0)

5. PUBLIC HEARINGS

5.1 Adopt a resolution approving a General Plan Amendment (GPA 2025-002) amending the Community Health and Safety Element of the City of Oakley General Plan with text amendments to adopt by reference, and add summary text in relation to, the 2024 Hazard Mitigation Plan – City of Oakley Annex in compliance with Assembly Bill 2140 (2006) (Ken Strelo, Community Development Director)

Community Development Director Ken Strelo presented the report.

Mayor Shaw opened the Public Hearing.

There were no public comments, so she closed the Public Hearing.

It was moved by Councilmember Meadows and seconded by Councilmember Williams to approve item 5.1. Motion was unanimous and so ordered. (5-0)

6. REGULAR CALENDAR

6.1 Adopt two Resolutions as follows: 1) Adopt a Resolution Approving the Design-Build Agreements with Woodland Construction Builders, Inc for the Design and Construction of the New Oakley Library and Community Center and Authorizing the City Manager to Execute the Agreements; and 2) Adopt a Resolution to Establish a Library and Community Center Project Specific Sub-Committee for the Design-Build Phase of the Project (Joshua McMurray, City Manager)

Councilmember Meadows recused himself.

City Manager Joshua McMurray presented the report, then introduced Curtis Basore from Woodland Construction Builders and Susi Marzuola from Siegle & Strain Architects for a presentation.

Councilmember Williams, Councilmember Fuller and Mayor Shaw asked questions; City Manager Joshua McMurray addressed the questions.

Vice Mayor Henderson, Councilmember Fuller, provided comments.

It was moved by Councilmember Fuller and seconded by Councilmember Williams to adopt the resolution approving the Design-Build Agreement with Woodland Construction Builders Inc. and authorizing the City Manager to execute the agreement. Ayes: Fuller, Henderson, Shaw, Williams, Noes: None, Abstentions: Meadows (4-0-1)

Mayor Shaw opened the discussion for the adoption of a resolution to establish a sub-committee.

Councilmember Fuller, Mayor Shaw and Councilmember Williams provided comments.

It was moved by Vice Mayor Henderson and seconded by Councilmember Williams to adopt the resolution establishing the Library and Community Center Project Specific Sub-Committee for the Design-Build phase of the project and appointing Mayor Shaw and Vice Mayor Henderson to the sub-committee. Ayes: Henderson, Shaw, Williams, Noes: Fuller, Abstentions: Meadows (3-1-1)

6.2 Interview and Appoint Three Applicants to the Planning Commission for Four-Year Terms 10/12/2025 through 10/11/2029 (Ken Strelo, Community Development Director)

Community Development Director Ken Strelo presented the report and provided an overview of the interview process and how the forced ranking system will work.

Councilmember Fuller asked questions; Mr. Strelo addressed the questions.

Councilmembers interviewed six candidates and selected their top three choices.

Mayor Shaw called for a five-minute recess to allow staff time to tally the votes.

City Attorney Derek Cole mentioned that the ordinance states that an applicant must live in the City of Oakley at the time of application and since one of the applicants does not currently live in the city, that applicant would be disqualified.

City Clerk Kim Snodgrass announced the three candidates moving forward would be Leonard Price, Sean Ireland, and Pierre Goudie.

Mayor Shaw thanked all the applicants.

It was moved by Councilmember Meadows and seconded by Vice Mayor Henderson to adopt the resolution appointing Leonard Price, Sean Ireland, and Pierre Goudie to the Planning Commission for four-year terms. Motion was unanimous and so ordered (5-0)

7. REPORTS

7.1 CITY MANAGER

(a) City Manager

City Manager Joshua McMurray reported that the City won two Best of Oakley awards from The Press.

7.2 OAKLEY CITY COUNCIL/OAKLEY CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE OAKLEY REDEVELOPMENT AGENCY

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

Vice Mayor Henderson reported he attended the Ironhouse Sanitary District Meeting and the Heart of Oakley Festival.

Councilmember Williams reported she attended a Delta Protection Commission meeting and the Heart of Oakley Festival.

Councilmember Meadows reported he attended meetings for Transplan, the East County Fee and Finance Authority, the Highway 4 Bypass Authority and MCE. He also mentioned he attended the Heart of Oakley Festival and a Contra Costa Transportation Authority (CCTA) meeting. He also noted he traveled to Washington DC with the CCTA.

Mayor Shaw reported she attended the Freedom High School Homecoming Game, the American Public Transportation Association Conference in Boston, the Labor-to-Labor dinner at St. Mary's and the Rotary Club Poker tournament. She also mentioned she met with constituents, attended the Heart of Oakley Festival and the Opportunity Junction Donor Awards Celebration, and distributed dictionaries to third grade students with the Rotary Club.

(b) Requests for Future Agendas

Councilmember Williams requested to revisit the food truck ordinance; it was seconded by Mayor Shaw.

Mayor Shaw requested an item to censure councilmember Fuller; it was seconded by Councilmember Williams.

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8. WORK SESSION

8.1 Provide Direction to Staff Regarding the Acknowledgement of Indigenous Land (Danielle Navarro, Assistant City Manager)

Assistant City Manager Danielle Navarro presented the report.

Councilmember Fuller, Mayor Shaw, Councilmember Williams, Vice Mayor Henderson provided comments.

Direction was provided for staff to request this item be placed on the next Delta 6 agenda for discussion and report back to Council.

8.2 Workshop Regarding Potential Changes to the City's Rotational System for Annually Selecting the Mayor and Vice Mayor (Derek Cole, City Attorney)

City Attorney Derek Cole presented the report and provided an overview of the current process.

Mayor Shaw suggested another possible option.

Councilmember Fuller, Mayor Shaw, Councilmember Meadows, Councilmember Williams provided comments; City Attorney Derek Cole addressed the comments.

Council provided direction to the City Attorney.

City Attorney Derek Cole responded that he would provide an introduction and two versions of the proposed ordinance.

9. CLOSED SESSIONS

None

10. ADJOURN

There being no further business, the meeting was adjourned at 9:37 pm

Respectfully submitted,

Kim Snodgrass
City Clerk

MINUTES OF THE SPECIAL MEETING OF THE OAKLEY CITY COUNCIL HELD SEPTEMBER 19, 2025

1. CALL TO ORDER AND ROLL CALL

   Mayor Shannon Shaw called the meeting to order at 4:00 p.m. Vice Mayor Hugh Henderson and Councilmembers George Fuller, Aaron Meadows and Anissa Williams were also present.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

   Mayor Shaw led the Pledge of Allegiance to the Flag.

3. PUBLIC COMMENTS

   None

4. CLOSED SESSION

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

   Mayor Shaw announced the Closed Session item and mentioned the meeting will adjourn after the Closed Session.

5. ADJOURN

   There being no further business, the meeting was adjourned at 5:04 p.m.

   Respectfully submitted.

   Kim Snodgrass
   City Clerk

MEMORANDUM

OAKLEY
CALIFORNIA

Date: September 15, 2025
To: Mayor and City Councilmembers
From: Derek P. Cole, City Attorney
CC: Joshua McMurray, City Manager
Subject: Closed Session Report-Out Memo

For Consideration at the City Council Meeting of September 23, 2025

Background and Analysis

The City Council considered the following closed session item during its special meeting held September 11, 2025:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54954.5(e)
Title: City Manager

An evaluation was provided. There was no reportable action.

Fiscal Impact

None.

Recommendation

Receive and file this report.

Attachments

None.

MEMORANDUM

OAKLEY
CALIFORNIA

Date: September 22, 2025
To: Mayor and City Councilmembers
From: Derek P. Cole, City Attorney
CC: Joshua McMurray, City Manager
Subject: Closed Session Report-Out Memo

For Consideration at the City Council Meeting of October 14, 2025

Background and Analysis

The City Council considered the following closed session item during its special meeting held September 19, 2025:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54954.5(e)
Title: City Manager

An evaluation was provided. There was no reportable action.

Fiscal Impact

None.

Recommendation

Receive and file this report.

Attachments

None.

DATE: October 14, 2025

Approved and Forwarded to the City Council

TO: Joshua McMurray, City Manager

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

SUBJECT: Adopt a Resolution Approving the Agreement with Meritage Homes of California, Inc. for "Stormwater Management Facility Operations and Maintenance Agreement, and Right of Entry" for Subdivision 9615 Machado Property and Authorizing the City Manager to Execute the Agreement

Background and Analysis

On November 23, 2021, MLC Holdings filed an application to request approval of a Vesting Tentative Map (TM 03-21) subdividing approximately 20.11 acres into 76 single family residential lots. The development includes frontage improvements on East Cypress Road, frontage improvements of Machado Lane, improvement of a pocket park with a playground, a stormwater detention treatment area, and emergency vehicle access. This subdivision is located at the southwest corner of Machado Lane and East Cypress Road on APNs 033-190-003 and 033-190-004.

On June 13, 2023, the City Council adopted Resolution 66-23 approving the Machado Property (Subdivision 9615) project's Vesting Tentative Map (TM 03-21) and Design Review (DR 10-21).

On April 9, 2024, the City Council adopted Resolution 47-24 approving the subdivision agreement with Meritage Homes of California, Inc. for Subdivision 9615 which requires specific subdivision improvements. This project required the installation of the Permanent Stormwater Pollution Prevention Measures in the form of a bioretention area for the Machado Property Subdivision project, which has been constructed with the improvements associated with the project. The City's Stormwater Management and Discharge Control Ordinance require proper operation and maintenance of the permanent bioretention area by the respective property owners. The "Stormwater Management Facility Operations and Maintenance Agreement and Right of Entry" memorializes the owner's maintenance, operations and inspection obligation under the City's Ordinance and the approved plans.

The current Contra Costa Countywide Municipal Regional Permit No. CAS612008 under the National Pollutant Discharge Elimination System (NPDES) Program was enacted by the San Francisco Bay Regional Water Quality Control Board in December 2009. In addition, on September 23, 2010, the Central Valley Regional Water Quality Control Board (CVRWQB) adopted the East Contra Costa County Municipal

Stormwater Permit projects. On February 13, 2019, Order No. R2-2019-0004 incorporated the City of Oakley to the San Francisco Bay Area Region. On May 11, 2022, Order No. R2-2022-0018, our current permit was issued.

This permit applies to all regulated projects located in the City of Oakley. The City adopted Ordinance No. 01-05, as required by the Permit, to enable this activity within the City of Oakley. A requirement of the permit is that each property implement stormwater treatment devices, fund the perpetual maintenance of those devices, and enter into an agreement with the City stating that the property owner will maintain the devices, grant a right of entry to City staff for inspections, and agree to pay the cost of City inspections.

Consistency with the Oakley Strategic Plan 27+

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

Fiscal Impact

There is no fiscal impact associated with the agreement since all inspection, operations, and maintenance costs are the responsibility of the property owner.

Staff Recommendation

Staff recommends that the City Council adopt the resolution approving the “Stormwater Management Facility Operations and Maintenance Agreement, and Right of Entry” for Subdivision 9615 Machado Property and authorize the City Manager to sign the agreement on behalf of the City.

Attachments

1) Resolution
2) Location Map
3) “Stormwater Management Facility Operations and Maintenance Agreement, and Right of Entry” for Subdivision 9615 Machado Property

RESOLUTION NO. XX-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING THE AGREEMENT WITH MERITAGE HOMES OF CALIFORNIA FOR "STORMWATER MANAGEMENT FACILITY OPERATIONS AND MAINTENANCE AGREEMENT AND RIGHT OF ENTRY" FOR SUBDIVISION 9615 MACHADO LOCATED AT THE SOUTHWEST CORNER OF EAST CYPRESS ROAD AND MACHADO LANE AND AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENT

WHEREAS, On June 13, 2023, the City Council adopted Resolution 66-23 approving the Machado Property (Subdivision 9615) project's Vesting Tentative Map (TM 03-21) and Design Review (DR 10-21).

WHEREAS, On April 9, 2024, the City Council adopted Resolution 47-24 approving the agreement with Meritage Homes of California for Subdivision 9615 which requires specific subdivision improvements including the installation of the Permanent Stormwater Pollution Prevention Measures in the form of a bioretention area.

WHEREAS, on January 10th, 2005, the City of Oakley City Council adopted Ordinance 01-05 amending Chapter 11 of Title 6 of the Municipal Code relating to Stormwater Management and Discharge; and

WHEREAS, the City of Oakley's Stormwater Management and Discharge Control Ordinance requires proper operation and maintenance of the Permanent Stormwater Pollution Prevention Measures installed for Subdivision 9615; and

WHEREAS, the "Stormwater Management Facility Operations and Maintenance Agreement and Right of Entry" memorializes the owner's maintenance, operations, and inspection obligations under the City's Ordinance and the approved plans; and

WHEREAS, the installation of the Permanent Stormwater Pollution Prevention Measures for Subdivision 9615 will be consistent with the approved improvements plans; and

WHEREAS, Meritage Homes of California, Inc., the current owner of the parcel described in Exhibit A, desires to execute the "STORMWATER MANAGEMENT AND FACILITY OPERATIONS AND MAINTENANCE AGREEMENT AND RIGHT OF ENTRY"; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Council of the City of Oakley does hereby approve the "STORMWATER MANAGEMENT FACILITY OPERATIONS AND MAINTENANCE AGREEMENT AND RIGHT OF ENTRY" for the Subdivision 9615 in the form attached hereto as **Exhibit A** and authorizing 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 14th of October 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

_____
Shannon Shaw, Mayor

ATTEST:

_____
Kim Snodgrass, City Clerk

_____
Date



Vicinity Map
Subdivision 9615
Machado Property

An Agreement for a Homeowners Association to Operate and Maintain a Stormwater Management Facility
Instruction Sheet for this Agreement

This agreement is designed to be used when development is occurring on property that will be subdivided as part of the project, and stormwater management facilities are required to be constructed on a separate parcel which will be owned by a homeowners' association.

1. Fill in the name of your jurisdiction in the appropriate blanks on the cover page, in the opening paragraph of the agreement, in the definition of NPDES Permit, in Section 1, and on the signature page. Fill in the appropriate citation to your jurisdictions stormwater ordinance in the definition of Ordinance.

2. Fill in the name of the property owner in the blank on the cover page, in the opening paragraph of the agreement, in the definition of Property Owner (twice) and on the signature page. Get the name from a title report. If the owner is a corporation, two signatures of corporate officers are required. An incorrect name may result in the Agreement not being indexed properly by the County Recorder. Also insert the name of the project and the assessor's parcel number on the cover page.

3. Insert the numbers of the lots in the subdivision in the definition of Association and the definition of Lots. If the stormwater management facility is located on a parcel designed something other than Parcel A, change the designation in these definitions, and in Sections 1, 3 and 4.

4. Enter the recording information from the final subdivision map in the definition of Map.

5. Insert the name of the preparer of the Stormwater Operations and Maintenance Plan in the definition of Plan.

6. Insert the name of the adjoining public street in Recital B and Section 6. This is very important because for this Agreement to be binding on successors to the present owner, the law requires that the property "benefited" by the Agreement be specified in the Agreement.

7. Insert the month of the year you want the annual inspection to occur in Section 2.

8. Add the legal description of the property to Exhibit A. This should be all the real property in the subdivision, e.g., : "All that real property shown on the final map of Subdivision _____ filed of record on _____, 20__ in Book ____ of Maps at pages __ through __, inclusive in the Official Records of the Contra Costa County Recorder" (with the blanks filled in as they are in the definitions). Again this is very important. For the Agreement to be binding on successors who buy the Lots and the homeowners' association, the new owners must have the constructive notice of the Agreement that is provided by proper recording of the Agreement. Proof-read your legal description. It is this legal description that gives notice to successors, not the assessor's parcel number you inserted on the cover page.

9. Check that the issues described in "CC&R Provisions which Require a Homeowners Association to Operate and Maintain a Stormwater Management Facility" are addressed in the property owner's proposed CC&Rs.

04/29/2021
Recording Requested By:
CITY OF OAKLEY

Return to: **CITY OF OAKLEY**
City Clerk
3231 Main Street
Oakley, CA 94561

Document Title

CITY OF OAKLEY

COVENANT RUNNING WITH THE LAND,
STORMWATER MANAGEMENT FACILITY OPERATIONS
AND MAINTENANCE AGREEMENT, AND RIGHT OF ENTRY
(Subdivisions with Homeowners' Association)

PROJECT:Subdivision 9615 Machado Property

OWNERS NAMES: MERITAGE HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION

ASSESSOR'S PARCEL NUMBER: 033-190-003 and 033-190-004

COVENANT RUNNING WITH THE LAND,
STORMWATER MANAGEMENT FACILITIES
OPERATION AND MAINTENANCE AGREEMENT,
AND RIGHT OF ENTRY

This Covenant Running with the Land, Stormwater Management Facilities Operation and Maintenance Agreement and Right of Entry ("Agreement") is made and entered into this 14th day of October, 2025, by and between MERITAGE HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION, (hereinafter referred to as "Property Owner") and The City of Oakley, a municipal corporation ("City").

The following terms used in this Agreement shall have the meanings specified below:

DEFINITIONS

Association: The term "**Association**" shall mean the association as the term is defined in California Civil Code Section 4080, created by the Property Owner to govern Lots 1 through 76, inclusive, and Parcels A and B, as shown on the Map (defined below).

Lot: The term "**Lot**" shall mean Lots 1 through 76, inclusive, and Parcels A and B as shown on the Map of the Property.

Map: The term "**Map**" shall mean the final map of Subdivision 9615 filed of record on May 1, 2024 in Book 556 of Maps at pages 21 through 30, inclusive in the Official Records of the Contra Costa County Recorder.

Maintain: The term "**Maintain**" or "**Maintained**" shall mean taking all actions reasonably necessary to keep the Stormwater Facility in first class operation, condition and repair, which actions include but are not limited to regular inspections, painting, cleaning, maintenance, refinishing, repairing, replacing and reconstructing the Stormwater Facility, and in the case of landscaping, plant replacement, mulch replacement, irrigating, trimming mowing, and fertilizing the landscaping. The term shall also include the routine maintenance, and the annual inspection and reporting described in the Stormwater Control Operation and Maintenance Plan, and the payment of any applicable City fees.

NPDES Permit: The term "**NPDES Permit**" shall mean the San Francisco Bay Regional Water Quality Control Board's National Pollutant Discharge Elimination System (NPDES) Permit No. CAS0029912 (issued to the City) as amended, and as may be superseded by subsequent NPDES permits that are reissued from time to time.

Ordinance: The term "**Ordinance**" shall mean Chapter 11 of Title 6 of the City of Oakley Municipal Code (Stormwater Management and Discharge Control), as may be amended from time to time.

Property Owner: The term "**Property Owner**" and "**Property Owners**" shall mean MERITAGE HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION and all heirs, successors, executors, administrators and assigns of MERITAGE HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION in the real property shown on the Map, it being the intent of the parties

hereto that the obligations undertaken in this Agreement, as provided in California Civil Code Section 1468, run with the real property shown on the Map and constitute a lien against the real property.

Property: The term "**Property**" shall mean that real property shown on the Map.

Plan: The term "**Plan**" or "**Operation and Maintenance Plan**" means the City-approved Stormwater Control Operation and Maintenance Plan prepared by CBG Civil Engineers and approved by the City Engineer in writing, which may be subsequently modified from time to time with City Engineer's written approval.

Stormwater Facility: The term "**Stormwater Facility**" means the permanent stormwater management facilities located and constructed on Parcel A of the Property. All of Parcel A is part of the Stormwater Facility.

Transfer Date: The term "**Transfer Date**" shall mean the date of the conveyance by the Property Owner to the Association of fee title to Parcel A, as shown on the Map.

RECITALS

This Agreement is made and entered into with reference to the following facts:

A. The Property Owner is the owner of the real property shown on the Map and more particularly described on Exhibit A attached hereto and incorporated herein by reference

B. The City is the owner of Machado Lane and East Cypress Road and its storm drains that are adjacent to the Property, and the City is required to ensure that stormwater run-off from the Property into its storm drains meets the requirements of its NPDES Permit.

C. To meet its obligations under its NPDES Permit the City has required the Property Owner to construct the Stormwater Facility on Parcel A of the Map.

D. To meet its obligations under its NPDES Permit the City has approved the Property Owner's Operation and Maintenance Plan for the Stormwater Facility.

E. To meet its obligations under its NPDES Permit the City's Ordinance requires proper operation and maintenance in perpetuity of the Stormwater Facility constructed on the Property.

F. The Plan includes an annual inspection and reporting requirement for the Stormwater Facility constructed on the Property.

G. This Agreement memorializes the Property Owners' maintenance, operations, and inspection obligations under the City’s Ordinance, the City's NPDES Permit and the Plan.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

SECTION 1

Responsibility for Operation and Maintenance: No portion of the Stormwater Facility (Parcel A of the Map) may be altered, in any way, by the Property Owner without the prior written consent of the City Engineer of the City of Oakley. The Property Owner shall Maintain the Stormwater Facility (Parcel A) in first class operating condition, and in compliance with all applicable state, county and city laws and regulations. Applicable regulations include, but are not limited to, the City-approved Stormwater Control Operation and Maintenance Plan, and the provisions of the Ordinance, as they may be amended from time to time.

The Property Owner shall engage a landscape contractor or other licensed contractor to Maintain the Stormwater Facility. The City Engineer, in her or his sole absolute discretion, may approve an alternate method for the maintenance of the Stormwater Facility. The City Engineer, also in her or his sole absolute discretion, may revoke the approval of a previously approved alternate method for the maintenance of the Stormwater Facility.

SECTION 2

Inspection by Property Owner: The Property Owner shall cause its contractor to conduct annual inspections during the month of September of each year. The annual inspection report shall include completion of the checklist described in the approved Operation and Maintenance Plan. The Property Owner or its contractor must submit the inspection report to the City Engineer within 30 days after the annual inspection. A Management and/or Inspection fee established in the City's standard fee schedule shall accompany the annual inspection report.

SECTION 3

Right of Entry and Stormwater Facility Inspection by the City: The Property Owner hereby grant permission to the City, its authorized agents and employees, and the Ironhouse Sanitary District, the East Contra Costa Fire Protection District, County Environmental Health Department, the Contra Costa Mosquito and Vector Control District, and the Regional Water Quality Control Board to enter Parcel A, and to inspect the Stormwater Facility whenever any of the forgoing entities deems necessary to enforce provisions of the City's Ordinance. These entities may enter the premises at any reasonable time to inspect the Stormwater Facility's maintenance and operation, to inspect and copy records related to compliance with stormwater regulations, and to collect samples and take measurements. Whenever possible, these entities will provide at least 72 hours' written notice prior to entry, except in the case of an emergency in which situation, 24 hours' written notice prior to entry will be sufficient.

SECTION 4

Failure to Perform Required Stormwater Facility Repairs or Maintenance by the Property Owner: If the Property Owner or its successors fail to Maintain the Stormwater Facility in good working order and in accordance with the approved Plan and the City's Ordinance, the City, with 72 hours' prior written notice, may enter Parcel A to return the Stormwater Facility to good working order. The City is under no obligation to Maintain or repair the Stormwater Facility, and this Agreement may not be construed to impose any such obligation on the City. If the City, under this section takes any action to return the Stormwater Facility to good working order, the Property Owner shall reimburse the City for all the costs incurred by the City, including administrative costs. The City will provide the Property Owner with an itemized invoice of the City's costs and the Property Owners will have 30 days to pay the invoice. If the Property Owner fails to pay the invoice within 30 days, the City may secure a lien against the real property of the Property Owner in the amount of such costs. In addition the City may make the cost of abatement of the nuisance caused by the failure to Maintain the Stormwater Facility a special assessment against the Property that may be collected at the same time and in the same manner as ordinary municipal taxes are collected as provided in California Government Code Section 38773.5. This Section 4 does not prohibit the City from pursuing other legal recourse against the Property Owner.

SECTION 5

Indemnity: The Property Owner agrees to defend, indemnify and holds harmless the City, its officials, employees and its authorized agents from any and all damages, accidents, casualties, occurrences, claims, penalties or fines which might arise or be asserted against the City and which are in any way connected with the construction, operation, presence, existence or maintenance of the Stormwater Facility by the Property Owner, or from any personal injury or property damage that may result from the City or other public entities entering the Property under Section 3 or 4, excluding, however, any damage, harm, injury, claims, penalties, or fines caused or contributed by the gross negligence or willful conduct by the City or other public entities entering the Property.

SECTION 6

Obligations of Declarant: The Declarant," as the term is defined in California Civil Code Section 4130, shall complete the initial installation of the Stormwater Facility. The obligations and liabilities of the Declarant, as set forth in Sections 1 through 5 shall be the obligation of the Association and the heirs, successors, executors, administrators and assigns of the Declarant in the Property from and after the Transfer Date and except for obligations and liabilities which arise before the Transfer Date, Declarant shall be relieved of all of all such obligations and liabilities as of the Transfer Date.

SECTION 7

Successors and Assigns: The covenants of the Property Owner set forth in numbered Sections 1 through 6 above shall run with the land, and the burdens thereof shall be binding upon each and every

part of the Property and upon the Property Owner, its successors and assigns in ownership (or any interest therein), for the benefit of Machado Lane and East Cypress Road and its storm drains and each and every part thereof and said covenants shall inure to the benefit of and be enforceable by the City, its successors and assigns in ownership of each and every part of the Street and storm drains.

SECTION 8

Severability: Invalidation of any one of the provisions of this Agreement shall in no way effect any other provisions and all other provisions shall remain in full force and effect.

Recommended for approval:

_____
Kevin Rohani
City Engineer

Reviewed by:

_____
Derek P. Cole
City Attorney

City of Oakley:

_____
Joshua McMurray
City Manager

Attest:

_____
Kim Snodgrass
City Clerk

Property Owners:

MERITGE HOMES OF CALIFORNIA, INC.,
a California corporation

_____
Adam Hieb
President

_____
Justin Deby
Vice President

Attachments: Acknowledgements
Exhibit A

A Notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Contra Costa

On_____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
Witness my hand and official seal.

Signature_____
Signature of Notary Public

EXHIBIT A
Legal description

All that certain real property and Improvements located in the City of Oakley, County of Contra Costa, State of California, and described as follows:

Lots 1 to 76, inclusive, and Parcels A and B, as shown on the final map of "Subdivision 9615, Machado Property," filed for record on May 1, 2024, in Book 556 of Maps, at Pages 21 to 30, inclusive, in the Official Records of the Contra Costa County Recorder's Office, State of California.

DATE: October 14, 2025

Approved and Forwarded to the City Council

TO: Joshua McMurray, City Manager

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

SUBJECT: Adopt a Resolution Approving the Agreement with Meritage Homes of California, Inc. for "Stormwater Management Facility Operations and Maintenance Agreement, and Right of Entry" for Subdivision 9614 Sellers Avenue Subdivision and Authorizing the City Manager to Execute the Agreement

Background and Analysis

On January 20, 2022, MLC Holdings filed an application to request approval of Vesting Tentative Map (TM 01-22) subdividing approximately 20.42 acres into 77 single residential lots. The site is located at 5911 Sellers Avenue (APN 033-150-013).

On April 4, 2023, Resolution 07-23, the Planning Commission approved the recommendation for the City Council to approve the Sellers Subdivision 9614 Vesting Tentative Map.

On July 11, 2023, Resolution 78-23, the City Council approved the Sellers Subdivision 9614 Vesting Tentative Map (TM 01-22) and the conditions of approval for the development.

On August 13, 2024, the City Council adopted Resolution 113-24 approving the subdivision agreement with Meritage Homes of California, Inc. for Subdivision 9614 which requires specific subdivision improvements. This project required the installation of the Permanent Stormwater Pollution Prevention Measures in the form of a bioretention area for the Sellers Avenue Subdivision project, which has been constructed with the improvements associated with the project. The City's Stormwater Management and Discharge Control Ordinance require proper operation and maintenance of the permanent bioretention area by the respective property owners. The "Stormwater Management Facility Operations and Maintenance Agreement and Right of Entry" memorializes the owner's maintenance, operations and inspection obligation under the City's Ordinance and the approved plans.

The current Contra Costa Countywide Municipal Regional Permit No. CAS612008 under the National Pollutant Discharge Elimination System (NPDES) Program was enacted by the San Francisco Bay Regional Water Quality Control Board in December 2009. In addition, on September 23, 2010, the Central Valley Regional Water Quality Control Board (CVRWQB) adopted the East Contra Costa County Municipal

Stormwater Permit projects. On February 13, 2019, Order No. R2-2019-0004 incorporated the City of Oakley to the San Francisco Bay Area Region. On May 11, 2022, Order No. R2-2022-0018, our current permit was issued.

This permit applies to all regulated projects located in the City of Oakley. The City adopted Ordinance No. 01-05, as required by the Permit, to enable this activity within the City of Oakley. A requirement of the permit is that each property implement stormwater treatment devices, fund the perpetual maintenance of those devices, and enter into an agreement with the City stating that the property owner will maintain the devices, grant a right of entry to City staff for inspections, and agree to pay the cost of City inspections.

Consistency with the Oakley Strategic Plan 27+

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

Fiscal Impact

There is no fiscal impact associated with the agreement since all inspection, operations, and maintenance costs are the responsibility of the property owner.

Staff Recommendation

Staff recommends that the City Council adopt the resolution approving the “Stormwater Management Facility Operations and Maintenance Agreement, and Right of Entry” for Subdivision 9614 Sellers Avenue and authorize the City Manager to sign the agreement on behalf of the City.

Attachments

1) Resolution
2) Location Map
3) “Stormwater Management Facility Operations and Maintenance Agreement, and Right of Entry” for Subdivision 9614 Sellers Avenue

RESOLUTION NO. XX-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING THE AGREEMENT WITH MERITAGE HOMES OF CALIFORNIA FOR "STORMWATER MANAGEMENT FACILITY OPERATIONS AND MAINTENANCE AGREEMENT AND RIGHT OF ENTRY" FOR SUBDIVISION 9614 SELLERS AVENUE LOCATED ON SELLERS AVENUE AND AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENT

WHEREAS, On July 11, 2023, the City Council adopted Resolution 78-23 approving the Sellers Avenue (Subdivision 9614) project's Vesting Tentative Map (TM 01-22).

WHEREAS, On August 13, 2024, the City Council adopted Resolution 113-24 approving the agreement with Meritage Homes of California for Subdivision 9614 which requires specific subdivision improvements including the installation of the Permanent Stormwater Pollution Prevention Measures in the form of a bioretention area.

WHEREAS, on January 10th, 2005, the City of Oakley City Council adopted Ordinance 01-05 amending Chapter 11 of Title 6 of the Municipal Code relating to Stormwater Management and Discharge; and

WHEREAS, the City of Oakley's Stormwater Management and Discharge Control Ordinance require proper operation and maintenance of the Permanent Stormwater Pollution Prevention Measures installed for Subdivision 9614; and

WHEREAS, the "Stormwater Management Facility Operations and Maintenance Agreement and Right of Entry" memorializes the owner's maintenance, operations, and inspection obligations under the City's Ordinance and the approved plans; and

WHEREAS, the installation of the Permanent Stormwater Pollution Prevention Measures for Subdivision 9614 will be consistent with the approved improvements plans; and

WHEREAS, Meritage Homes of California, Inc., the current owner of the parcel described in Exhibit A, desires to execute the "STORMWATER MANAGEMENT AND FACILITY OPERATIONS AND MAINTENANCE AGREEMENT AND RIGHT OF ENTRY"; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Council of the City of Oakley does hereby approve the "STORMWATER MANAGEMENT FACILITY OPERATIONS AND MAINTENANCE AGREEMENT AND RIGHT OF ENTRY" for the Subdivision 9614 in the form attached hereto as **Exhibit A** and authorizing 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 14th of October 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

ATTEST: _____
Shannon Shaw, Mayor

_____ _____
Kim Snodgrass, City Clerk Date



OAKLEY
CALIFORNIA

Vicinity Map
Subdivision 9614
Sellers

An Agreement for a Homeowners Association to Operate and Maintain a Stormwater Management Facility
Instruction Sheet for this Agreement

This agreement is designed to be used when development is occurring on property that will be subdivided as part of the project, and stormwater management facilities are required to be constructed on a separate parcel which will be owned by a homeowners' association.

1. Fill in the name of your jurisdiction in the appropriate blanks on the cover page, in the opening paragraph of the agreement, in the definition of NPDES Permit, in Section 1, and on the signature page. Fill in the appropriate citation to your jurisdictions stormwater ordinance in the definition of Ordinance.

2. Fill in the name of the property owner in the blank on the cover page, in the opening paragraph of the agreement, in the definition of Property Owner (twice) and on the signature page. Get the name from a title report. If the owner is a corporation, two signatures of corporate officers are required. An incorrect name may result in the Agreement not being indexed properly by the County Recorder. Also insert the name of the project and the assessor's parcel number on the cover page.

3. Insert the numbers of the lots in the subdivision in the definition of Association and the definition of Lots. If the stormwater management facility is located on a parcel designed something other than Parcel A, change the designation in these definitions, and in Sections 1, 3 and 4.

4. Enter the recording information from the final subdivision map in the definition of Map.

5. Insert the name of the preparer of the Stormwater Operations and Maintenance Plan in the definition of Plan.

6. Insert the name of the adjoining public street in Recital B and Section 6. This is very important because for this Agreement to be binding on successors to the present owner, the law requires that the property "benefited" by the Agreement be specified in the Agreement.

7. Insert the month of the year you want the annual inspection to occur in Section 2.

8. Add the legal description of the property to Exhibit A. This should be all the real property in the subdivision, e.g., : "All that real property shown on the final map of Subdivision _____ filed of record on _____, 20__ in Book ____ of Maps at pages __ through __, inclusive in the Official Records of the Contra Costa County Recorder" (with the blanks filled in as they are in the definitions). Again this is very important. For the Agreement to be binding on successors who buy the Lots and the homeowners' association, the new owners must have the constructive notice of the Agreement that is provided by proper recording of the Agreement. Proof-read your legal description. It is this legal description that gives notice to successors, not the assessor's parcel number you inserted on the cover page.

9. Check that the issues described in "CC&R Provisions which Require a Homeowners Association to Operate and Maintain a Stormwater Management Facility" are addressed in the property owner's proposed CC&Rs.

04/29/2021
Recording Requested By:
CITY OF OAKLEY

Return to: **CITY OF OAKLEY**
City Clerk
3231 Main Street
Oakley, CA 94561

Document Title

CITY OF OAKLEY

COVENANT RUNNING WITH THE LAND,
STORMWATER MANAGEMENT FACILITY OPERATIONS
AND MAINTENANCE AGREEMENT, AND RIGHT OF ENTRY
(Subdivisions with Homeowners' Association)

PROJECT: Subdivision 9614 Sellers

OWNERS NAMES: MERITAGE HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION

ASSESSOR'S PARCEL NUMBER: 033-150-013

COVENANT RUNNING WITH THE LAND,
STORMWATER MANAGEMENT FACILITIES
OPERATION AND MAINTENANCE AGREEMENT,
AND RIGHT OF ENTRY

This Covenant Running with the Land, Stormwater Management Facilities Operation and Maintenance Agreement and Right of Entry ("Agreement") is made and entered into this 14th day of October, 2025, by and between MERITAGE HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION, (hereinafter referred to as "Property Owner") and The City of Oakley, a municipal corporation ("City").

The following terms used in this Agreement shall have the meanings specified below:

DEFINITIONS

Association: The term "**Association**" shall mean the association as the term is defined in California Civil Code Section 4080, created by the Property Owner to govern Lots 1 through 77, inclusive, Parcel A through C, inclusive, as shown on the Map (defined below).

Lot: The term "**Lot**" shall mean Lots 1 through 77, inclusive, Parcel A through C, inclusive, as shown on the Map of the Property.

Map: The term "**Map**" shall mean the final map of Subdivision 9614 filed of record on September 18, 2024 in Book 557 of Maps at pages 47through 57, inclusive in the Official Records of the Contra Costa County Recorder.

Maintain: The term "**Maintain**" or "**Maintained**" shall mean taking all actions reasonably necessary to keep the Stormwater Facility in first class operation, condition and repair, which actions include but are not limited to regular inspections, painting, cleaning, maintenance, refinishing, repairing, replacing and reconstructing the Stormwater Facility, and in the case of landscaping, plant replacement, mulch replacement, irrigating, trimming mowing, and fertilizing the landscaping. The term shall also include the routine maintenance, and the annual inspection and reporting described in the Plan (defined below), and the payment of any applicable City fees.

NPDES Permit: The term "**NPDES Permit**" shall mean the San Francisco Bay Regional Water Quality Control Board's National Pollutant Discharge Elimination System (NPDES) Permit No. CAS0029912 (issued to the City) as amended, and as may be superseded by subsequent NPDES permits that are reissued from time to time.

Ordinance: The term "**Ordinance**" shall mean Chapter 11 of Title 6 of the City of Oakley Municipal Code (Stormwater Management and Discharge Control), as may be amended from time to time.

Property Owner: The term "**Property Owner**" and "**Property Owners**" shall mean MERITAGE HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION and all heirs, successors, executors, administrators and assigns of MERITAGE HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION in the real property shown on the Map, it being the intent of the parties

hereto that the obligations undertaken in this Agreement, as provided in California Civil Code Section 1468, run with the real property shown on the Map and constitute a lien against the real property.

Property: The term "**Property**" shall mean that real property shown on the Map.

Plan: The term "**Plan**" or "**Operation and Maintenance Plan**" means the City-approved Stormwater Control Operation and Maintenance Plan prepared by ENGEO and approved by the City Engineer in writing, which may be subsequently modified from time to time with City Engineer's written approval.

Stormwater Facility: The term "**Stormwater Facility**" means the permanent stormwater management facilities located and constructed on Parcel A of the Property. All of Parcel A is part of the Stormwater Facility.

Transfer Date: The term "**Transfer Date**" shall mean the date of the conveyance by the Property Owner to the Association of fee title to Parcel A, as shown on the Map.

RECITALS

This Agreement is made and entered into with reference to the following facts:

A. The Property Owner is the owner of the real property shown on the Map and more particularly described on Exhibit A attached hereto and incorporated herein by reference.

B. The City is the owner of Sellers Avenue and its storm drains that are adjacent to the Property, and the City is required to ensure that stormwater run-off from the Property into its storm drains meets the requirements of its NPDES Permit.

C. To meet its obligations under its NPDES Permit the City has required the Property Owner to construct the Stormwater Facility on Parcel A of the Map.

D. To meet its obligations under its NPDES Permit the City has approved the Property Owner's Operation and Maintenance Plan for the Stormwater Facility.

E. To meet its obligations under its NPDES Permit the City's Ordinance requires proper operation and maintenance in perpetuity of the Stormwater Facility constructed on the Property.

F. The Plan includes an annual inspection and reporting requirement for the Stormwater Facility constructed on the Property.

G. This Agreement memorializes the Property Owners' maintenance, operations, and inspection obligations under the City's Ordinance, the City's NPDES Permit and the Plan.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

SECTION 1

Responsibility for Operation and Maintenance: No portion of the Stormwater Facility (Parcel A of the Map) may be altered, in any way, by the Property Owner without the prior written consent of the City Engineer. The Property Owner shall Maintain the Stormwater Facility in first class operating condition, and in compliance with all applicable state, county and city laws and regulations. Applicable regulations include, but are not limited to, the City-approved Operation and Maintenance Plan, and the provisions of the Ordinance, as they may be amended from time to time.

The Property Owner shall engage a landscape contractor or other licensed contractor to Maintain the Stormwater Facility. The City Engineer, in her or his sole absolute discretion, may approve an alternate method for the maintenance of the Stormwater Facility. The City Engineer, also in her or his sole absolute discretion, may revoke the approval of a previously approved alternate method for the maintenance of the Stormwater Facility.

SECTION 2

Inspection by Property Owner: The Property Owner shall cause its contractor to conduct annual inspections during the month of September of each year. The annual inspection report shall include completion of the checklist described in the approved Operation and Maintenance Plan. The Property Owner or its contractor must submit the inspection report to the City Engineer within 30 days after the annual inspection. A Management and/or Inspection fee established in the City's standard fee schedule shall accompany the annual inspection report.

SECTION 3

Right of Entry and Stormwater Facility Inspection by the City: The Property Owner hereby grants permission to the City, its authorized agents and employees, and the Ironhouse Sanitary District, the East Contra Costa Fire Protection District, County Environmental Health Department, the Contra Costa Mosquito and Vector Control District, and the Regional Water Quality Control Board to enter Parcel A, and to inspect the Stormwater Facility whenever any of the forgoing entities deems necessary to enforce provisions of the City's Ordinance. These entities may enter the premises at any reasonable time to inspect the Stormwater Facility's maintenance and operation, to inspect and copy records related to compliance with stormwater regulations, and to collect samples and take measurements. Whenever possible, these entities will provide at least 72-hours' written notice prior to entry, except in the case of an emergency in which situation, 24 hours' written notice prior to entry will be sufficient.

SECTION 4

Failure to Perform Required Stormwater Facility Repairs or Maintenance by the Property Owner: If the Property Owner or its successors fail to Maintain the Stormwater Facility in good working order and in accordance with the approved Plan and the City's Ordinance, the City, with 72 hours' prior written notice, may enter Parcel A to return the Stormwater Facility to good working order. The City is under no obligation to Maintain or repair the Stormwater Facility, and this Agreement may not be construed to impose any such obligation on the City. If the City, under this section takes any action to return the Stormwater Facility to good working order, the Property Owner shall reimburse the City for all the costs incurred by the City, including administrative costs. The City will provide the Property Owner with an itemized invoice of the City's costs and the Property Owners will have 30 days to pay the invoice. If the Property Owner fails to pay the invoice within 30 days, the City may secure a lien against the real property of the Property Owner in the amount of such costs. In addition, the City may make the cost of abatement of the nuisance caused by the failure to Maintain the Stormwater Facility a special assessment against the Property that may be collected at the same time and in the same manner as ordinary municipal taxes are collected as provided in California Government Code Section 38773.5. This Section 4 does not prohibit the City from pursuing other legal recourse against the Property Owner.

SECTION 5

Indemnity: The Property Owner agrees to defend, indemnify and holds harmless the City, its officials, employees and its authorized agents from any and all damages, accidents, casualties, occurrences, claims, penalties or fines which might arise or be asserted against the City and which are in any way connected with the construction, operation, presence, existence or maintenance of the Stormwater Facility by the Property Owner, or from any personal injury or property damage that may result from the City or other public entities entering the Property under Sections 3 or 4 excluding, however, any damage, harm, injury, claims, penalties, or fines caused or contributed by the gross negligence or willful conduct by the City or other public entities entering the Property.

SECTION 6

Obligations of Declarant: "Declarant," as the term is defined in California Civil Code Section 4130, shall complete the initial installation of the Stormwater Facility. The obligations and liabilities of the Declarant, as set forth in Sections 1 through 5 shall be the obligation of the Association and the heirs, successors, executors, administrators and assigns of the Declarant in the Property from and after the Transfer Date and except for obligations and liabilities which arise before the Transfer Date, Declarant shall be relieved of all of all such obligations and liabilities as of the Transfer Date.

SECTION 7

Successors and Assigns: The covenants of the Property Owner set forth in numbered Sections 1 through 6 above shall run with the land, and the burdens thereof shall be binding upon each and every part of the Property and upon the Property Owner, its successors and assigns in ownership (or any interest therein), for the benefit of Sellers Avenue and its storm drains and each and every part thereof

and said covenants shall inure to the benefit of and be enforceable by the City, its successors and assigns in ownership of each and every part of the Street and storm drains.

SECTION 8

Severability: Invalidation of any one of the provisions of this Agreement shall in no way effect any other provisions and all other provisions shall remain in full force and effect.

Recommended for approval:

_____
Kevin Rohani
City Engineer

Reviewed by:

_____
Derek P. Cole
City Attorney

City of Oakley:

_____
Joshua McMurray
City Manager

Attest:

_____
Kim Snodgrass
City Clerk

Property Owners:

MERITAGE HOMES OF CALIFORNIA, INC.,
a California corporation

_____
Adam Hieb
President

_____
Justin Deby
Vice President

Attachments: Acknowledgements
Exhibit A

A Notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Contra Costa

On_____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
Witness my hand and official seal.

Signature_____
Signature of Notary Public

EXHIBIT A
Legal description

All that real property located in the City of Oakley, County of Contra Costa, State of California, and described as follows:

> Lots 1 through 77, inclusive, and Parcels A through C, inclusive, as shown on the map entitled "Subdivision 9614 Sellers," filed for record on September 18, 2024, in Book 557 of Maps, at Pages 47 through 57, inclusive, in the Official Records of the Contra Costa County Recorder's Office, State of California.

Approved and Forwarded to the City Council

DATE: October 14, 2025

TO: Joshua McMurray, City Manager

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

SUBJECT: Adopt a Resolution Awarding a Construction Contract to FJ&I Engineering, Inc. for the Construction of Fiscal Year (FY) 2025/26 Curb, Gutter, & Sidewalk Repair and Reconstruction Project – Capital Improvement Project (CIP) Number 321

The City's adopted FY 2025/26 Capital Improvement Program 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.

Capital Improvement Project No. 321 includes the repair and replacement of damaged and 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 with 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.

After the completion of the project design and public bidding, on October 2, 2025, a total of nine (9) bids were received and FJ&I Engineering, Inc. submitted the lowest responsible bid for the project at a total cost of $95,000. This was a very competitive bidding process and the City received a very favorable bid for this project.

The construction of CIP 321 is anticipated to take place during the fall months, weather permitting.

Consistency with the Oakley Strategic Plan 27+

The approval of this agreement is consistent with the Oakley Strategic Plan under the Community Health and Safety Goal to provide safe streets in Oakley.

Fiscal Impact

This item was included in the FY 2025/26 budget with a total budget of $150,000. This project is funded by Gas Tax RMRA funds (141). No additional funding is needed at this time to fund this contract.

Staff Recommendation

Staff recommends that the City Council adopt the resolution approving the construction agreement with FJ&I Engineering, Inc. for an amount not to exceed $95,000 and authorizes 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 $20,000 for work beyond what is defined in the base project bid.

Attachments

1. Resolution
2. Bid Summary

RESOLUTION NO. __-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING AN AGREEMENT WITH FJ&I ENGINEERING, INC. FOR THE CONSTRUCTION OF CAPITAL IMPROVEMENT PROJECT NO. 321 – FISCAL YEAR (FY) 2025/26 CURB, GUTTER, & SIDEWALK REPAIR AND RECONSTRUCTION PROJECT

WHEREAS, the annual curb, gutter, & sidewalk performs a critical step in keeping the City's sidewalks clear of locations that may create trip and fall incidents; 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 2, 2025; and

WHEREAS, nine (9) total bids were received prior to the close of the bidding process; and

WHEREAS, FJ&I Engineering, Inc. submitted the lowest responsible bid for a total cost of $95,000 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 FJ&I Engineering, Inc. for the FY 2025/26 Curb, Gutter, & Sidewalk Repair and Reconstruction Project – CIP 321, for an amount not to exceed $95,000 is approved, and the City Manager is hereby authorized to execute the Agreement and change orders in an amount not to exceed $20,000 as necessary.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 14th of October 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

_____
Shannon Shaw, Mayor

ATTEST:

_____ _____
Kim Snodgrass, City Clerk Date

City of Oakley Public Works Department
CIP No. 321 - FY 2025/26 Curb, Gutter, & Sidewalk Repair and Reconstruction Project
Certified Bid Tabulation Bid opening: October 2, 2025 at 2:00 P.M. at the City Hall

				Engineers Estimate		FJ&I Engineering, Inc. 1981 21st Street San Pablo, CA 94806		Modernscapes Innovations 163 Meadow Brook Court Oakley, CA 94561		D's General Engineering 6536 Telegraph Avenue Suite 205 B Oakland, CA 94609		Wayne E. Swisher Cement Cont., Inc. 2620 East 18th Street Antioch, CA 94509		VisionBuild Construction LLC 5941 San Juan Avenue Suite 12B Citrus Heights, CA 95610		Ram-Con Corporation P.O. Box 26 San Martin, CA 95046		Kerex Engineering, Inc. P.O.Box 23831 Pleasant Hill, CA 94523		FBD Vanguard Const. Inc. 500 Greenville Road Livermore, CA 94550		Imperial Const. & Engr., Inc. 8203 Sierra College Blvd. Roseville, CA 95661	
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*	*Unit Price*	*Item Cost*	*Unit Price*	*Item Cost*
1	R&R Sidewalk	4,000	SF	25.00	$100,000.00	20.00	80,000.00	24.00	96,000.00	22.50	90,000.00	25.00	100,000.00	32.35	129,400.00	29.65	118,600.00	35.00	140,000.00	42.00	168,000.00	55.00	220,000.00
2	R&R Curb and Gutter	200	LF	65.00	$13,000.00	75.00	15,000.00	74.00	14,800.00	125.00	25,000.00	85.00	17,000.00	93.00	18,600.00	153.58	30,716.00	200.00	40,000.00	126.75	25,350.00	179.00	35,800.00
					$113,000.00		$ 95,000.00		$ 110,800.00		$ 115,000.00		$ 117,000.00		$ 148,000.00		$ 149,316.00		$ 180,000.00		$ 193,350.00		$ 255,800.00

This certifies that all bids were received and opened on October 2, 2025, and that this is a copy of the bid tabulation with bids corrected for errors in addition and multiplication.



DATE: October 14, 2025

TO: Joshua McMurray, City Manager

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

SUBJECT: Creating Zone 200 within the Oakley Special Police Tax Area consisting of the 5401 Live Oak Avenue project located at 5401 Live Oak Avenue (APN 037-090-005-2)

Approved and Forwarded to the City Council

Background and Analysis

On August 8, 2023, the City Zoning Administrator approved a Design Review application for minor site improvements with certain Conditions of Approval for the proposed 5401 Live Oak Avenue project (the "Project"). The Project is designated as Commercial in the Oakley General Plan and C (General Commercial) district on the City of Oakley Zoning Map. The Project is currently comprised of APN 037-090-005-2, which is anticipated to be comprised of one office parcel upon completion of the Project.

The Conditions of Approval for the Project require the Developer to mitigate the financial impact their project has on the City's police services budget. The City of Oakley previously formed the Oakley Special Police Tax Area that authorizes the levy of an annual special tax on parcels to mitigate their financial impact to the City's police services budget. The property owner for the Project has requested the City assist with annexing the Project into the Oakley Special Police Tax Area to satisfy their Conditions of Approval.

Beginning May 2016, the City established its own police department and no longer contracts with the Sheriff's office to provide public safety. In order to ensure that revenue grows at a rate sufficient to cover the cost of providing police services, City Council approved Resolution No. 113-16 on July 12, 2016 that allows for an adjustment in the annual tax per parcel by the increase in the Consumer Price Index for all Urban Consumers for the San Francisco-Oakland-Bay Area to become effective July 1, 2016. Adoption of the attached resolution and introduction of the attached ordinance will set an election date for November 17, 2025, which shall be conducted by the City Clerk via a mail ballot election. The vote will then be ratified at the December 9, 2025, regular City Council meeting, and the ordinance will take effect at that time assuming a favorable vote.

Consistency with the Oakley Strategic Plan 27+

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

Fiscal Impact

There will be no financial impact to the City's General Fund. The applicant has funded all costs associated with the annexation of Zone 200 to the Oakley Special Police Tax Area. The Fiscal Year 2025/26 special tax rate for office parcels is $2,695.08/parcel. The Project is anticipated to consist of one office parcel upon completion of the Project. Therefore, the successful creation of the Zone is expected to provide up to $2,695.08 (in Fiscal Year 2025/26 dollars) in revenue annually at build-out. The taxes can be collected on the property tax rolls commencing in Fiscal Year 2026/27.

Staff Recommendation

The Conditions of Approval for the 5401 Live Oak Avenue project located at 5401 Live Oak Avenue (APN 037-090-005-2) require the property owner to mitigate their financial impact on the police services budget. Adoption of this resolution and ordinance will set an election to be held on November 17, 2025. The election will then be ratified at the December 9, 2025, regular City Council meeting. Staff recommends that the City Council:

1. Adopt the Resolution creating Zone 200 within the Oakley Special Police Tax Area consisting of the 5401 Live Oak Avenue project located at 5401 Live Oak Avenue (APN 037-090-005-2); and
2. Introduce the Ordinance Establishing a Special Tax for Police Protection.

Attachments

1. Resolution Creating Oakley Special Police Tax Zone 200
    1. Exhibit A - Diagram
2. Ordinance Establishing a Special Tax
    1. Exhibit A – Diagram
    2. Exhibit B – Schedule for Police Service Tax

CITY OF OAKLEY

RESOLUTION NO. ___-25

A RESOLUTION CREATING OAKLEY SPECIAL POLICE TAX AREA ZONE 200 WITHIN THE OAKLEY SPECIAL POLICE TAX AREA FOR THE 5401 LIVE OAK AVENUE PROJECT LOCATED AT 5401 LIVE OAK AVENUE (APN 037-090-005-2)

WHEREAS, it is the intention of the City Council to create Oakley Special Police Tax Area Zone 200 (Zone 200) within the Oakley Special Police Tax Area and authorize an election; and

WHEREAS, it is the intention of the City Council to adopt an ordinance establishing a special tax for police services within Zone 200; and

WHEREAS, the City recognizes the need for increased police protection services within Zone 200 and the difficulty of funding the current or increased level of police services with revenues now available; and

WHEREAS, it is the intention of the City Council to direct the City Clerk to conduct the election required by Government Code Section 53978, to be conducted by mail ballot pursuant to Elections Code Section 4108 and to be held on the earliest date permitted by law; and

WHEREAS, the property located at 5401 Live Oak Avenue known as the 5401 Live Oak Avenue project (the “Project”) is designated as Commercial in the Oakley General Plan and C (General Commercial) district on the City of Oakley Zoning Map. The Project is currently comprised of APN 037-090-005-2, which is expected to contain one office parcel at build-out. The Conditions of Approval for the Project require the Developer to mitigate the financial impact that their project has on the City’s police services budget. The City of Oakley previously formed the Oakley Special Police Tax Area that authorizes the levy of an annual special tax on parcels to mitigate their financial impact to the City’s police services budget. The property owner for the Project has requested the City assist with annexing the Project into the Oakley Special Police Tax Area to satisfy their Conditions of Approval. The initial annual special tax rate for office parcels is $2,695.08/parcel (Fiscal Year 2025/26 rates) per the rate schedule that was adopted by the City Council on July 12, 2016, by Resolution No. 113-16; and

WHEREAS, this Resolution is adopted pursuant to Government Code section 53978; and

WHEREAS, under Government Code section 53978 and for the purposes of this Resolution, a "voter" entitled to vote on the creation of Zone 200 is a person who owns real property within Zone 200 at the time Ordinance No. __-25 is adopted, as shown on the last equalized assessment roll prepared by the Contra Costa County Assessor's Office.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby finds and determines as follows:

1. All of the City of Oakley shall be considered as the Oakley Special Police Tax Area.

2. That portion of the City of Oakley shown on the plats titled Exhibit "A" is established as Zone 200 of the Oakley Special Police Tax Area.

3. That Ordinance No. __-25 introduced this date is to be presented for approval of the voters of Zone 200 by a mail ballot election, to be held on November 17, 2025. The ballot proposition shall read as follows:

   "Shall Ordinance No. __-25 of the City Council of the City of Oakley be approved so as to authorize a special tax on property located in Zone 200 of the Oakley Special Police Tax Area to maintain the present level of police protection service and provide additional funding for increased police protection service? The initial annual special tax rate for County use code 33 (Office Buildings) is $2,695.08 per office parcel and $673.77 per vacant parcel per the current Fiscal Year 2025/26 rate schedule. I also acknowledge that the tax rate can be adjusted annually as described in Ordinance No. __-25."

4. The City Clerk is directed to take all steps necessary to conduct the election required by this order. Said election shall be conducted by mailed ballot pursuant to Elections Code Section 4000 and shall be held on a date other than the same date as a statewide direct primary election or statewide general election as specified above.

5. Zone 200 of the Oakley Special Police Tax Area shall not be created, and the tax authorized in Ordinance No. __-25 shall not be imposed if the Ordinance is not approved by two-thirds of the voters participating in the election called in Ordinance No. __-25.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on October 14, 2025, by the following vote:

AYES:
NOES:
ABSTENTION:
ABSENT:

APPROVED:

_____
Shannon Shaw, Mayor

ATTEST:

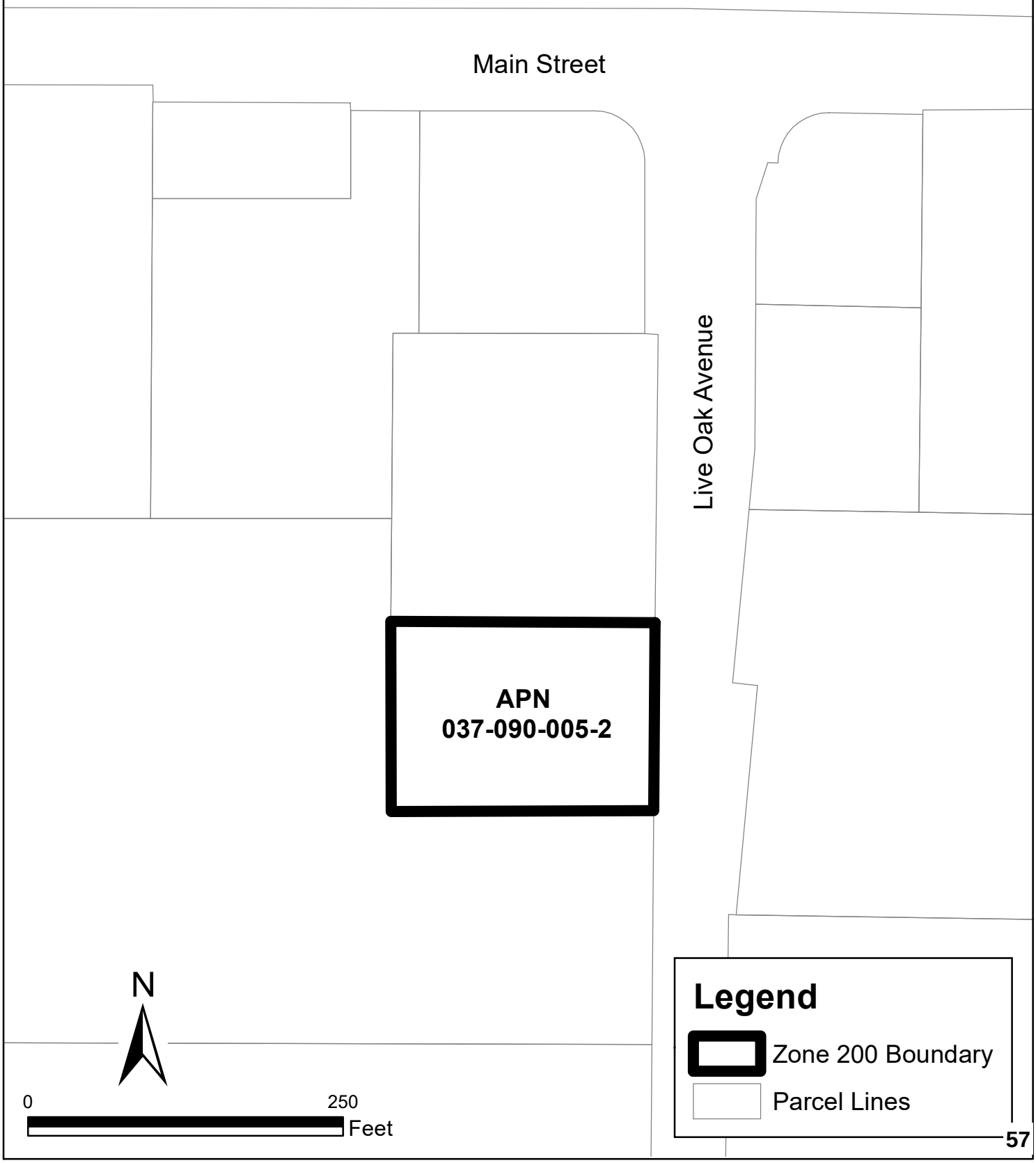
_____
Kim Snodgrass, City Clerk

_____
Date

EXHIBIT A - BOUNDARY MAP

CITY OF OAKLEY SPECIAL POLICE TAX AREA (P-6) ZONE 200

CITY OF OAKLEY
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
5401 Live Oak Avenue



ORDINANCE NO. XX-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY ESTABLISHING OAKLEY SPECIAL POLICE TAX AREA ZONE 200 WITHIN THE OAKLEY SPECIAL POLICE TAX AREA FOR A SPECIAL TAX FOR POLICE PROTECTION SERVICES FOR THE 5401 LIVE OAK AVENUE PROJECT LOCATED AT 5401 LIVE OAK AVENUE (APN 037-090-005-2)

The Voters of the City of Oakley do ordain as follows:

Section 1. Purpose, Intent and Authority.

It is the purpose and intent of this Ordinance to authorize the levy of a special tax on real property that is within Oakley Special Police Tax Area Zone 200 of the Oakley Special Police Tax Area as shown on the Exhibit A map attached hereto in order to provide funding for police protection to serve the property and persons within said Zone.

This Tax is a special tax within the meaning of Section 4 of Article XIIIA of the California Constitution. Because the burden of this tax falls upon property, this tax also is a property tax, but this tax is not determined according to nor in any manner based upon the value of property; this tax is levied on a parcel and use of property basis. Insofar as not inconsistent with this Ordinance or with legislation authorizing special taxes and insofar as applicable to a property tax that is not based on value, such provisions of the California Revenue and Taxation Code and of Article XIII of the California Constitution as relate to ad valorem property taxes are intended to apply to the collection and administration of this tax (Section 4 of this Ordinance), as authorized by law.

The revenues raised by this tax are to be used solely for the purposes of obtaining, furnishing, operating, and maintaining police protection equipment or apparatus, for paying the salaries and benefits of police protection personnel, and for such other police protection service expenses as are deemed necessary for the benefit of the residents of Zone 200.

This Ordinance is enacted pursuant to the authority of Government Code Section 53978.

Section 2. Definitions.

The following definitions shall apply throughout this Ordinance.

A. "Constant first year dollars" shall mean an actual dollar amount which, in years subsequent to the first fiscal year the tax is levied, shall have the same purchasing price as the base amount in first fiscal year dollars as measured by the actual cost of services for the City of Oakley's cost of obtaining police services. The base amount shall be the

amount of tax per parcel as specified in Section 3.A herein. The adjustments from actual to constant dollars shall be made by use of the actual cost of services, as specified in Section 3.B herein.

B. "Fiscal year" means the period of July 1 through the following June 30.

C. "Oakley Special Police Tax Area" includes all properties within the jurisdictional limits of the City of Oakley.

D. Oakley Special Police Tax Area Zone 200 (hereinafter called "Zone") means that portion of the incorporated area of the City of Oakley located within the boundaries as shown on the map Exhibit A hereto.

E. "Parcel" means the land and any improvements thereon, designated by an assessor's parcel map and parcel number and carried on the secured property tax roll of Contra Costa County. For the purposes of this Ordinance, parcel does not include any land or improvements outside the boundaries of the Zone, nor any land or improvements owned by any governmental entity.

F. Pursuant to Government Code §53978, "voter" means a person owning real property within the Zone at the time this Ordinance was adopted, as shown on the last equalized assessment role prepared by the Contra Costa County Assessor's Office.

Section 3. Amount and Level of Taxes.

The tax per year on each parcel in the Zone shall not exceed the amount applicable to the parcel, as specified below.

A. For First Fiscal Year:

The tax per year for the first fiscal year (July 1, 2025 through June 30, 2026) shall be the amount of Tax Per Parcel for a Property Use Code Category as set forth on Exhibit B hereto. If any new development, including new residential units, is completed prior to the tax being effective for the first fiscal year, the owner of the Parcel, as shown on the latest assessment roll, shall pay the tax for the remainder of such fiscal year on a pro-rated basis to the City, no later than receipt of Certificate of Occupancy or final building permit inspection.

B. For Subsequent Fiscal Year:

The tax rates shown in Exhibit B shall be automatically adjusted on July 1 of each year, beginning on July 1, 2026, by the increase in the Consumer Price Index for all Urban Consumers for the San Francisco-Oakland Bay Area and applying that rate to the prior year amounts for each property use code category. However, the City Council reserves the right to itself the opportunity to adjust the rate in the following year if the CPI adjustment is insufficient to reimburse the City for the costs of providing levels of police services as approved by the City Council.

In no event shall the tax per parcel for any fiscal year be less than the amount established for the previous fiscal year.

C. The taxes levied on each parcel pursuant to this Article shall be a charge upon the parcel and shall be due and collectible as set forth in Section 4, below.

Section 4. Collection and Administration.

A. Taxes as Liens Against the Property.

The amount of taxes for each parcel each year shall constitute a lien on such property, in accordance with Revenue and Taxation Code Section 2187, and shall have the same effect as an ad valorem real property tax lien until fully paid.

B. Collection.

The taxes on each parcel shall be billed on the secured roll tax bills for ad valorem property taxes and are to be collected in the same manner in which the County of Contra Costa collects secured roll ad valorem property taxes. Insofar as feasible and insofar as not inconsistent with this Ordinance, the times and procedure regarding exceptions, due dates, installment payments, corrections, cancellations, refunds, late payments, penalties, liens, and collections for secured roll ad valorem property taxes shall be applicable to the collection of this tax. Notwithstanding anything to the contrary in the foregoing, as to this tax:

i) The secured roll tax bills shall be the only notices required for this tax, and
ii) The homeowners and veterans exemptions shall not be applicable because such exemptions are determined by dollar amount of value.

C. Costs of Administration by County.

The reasonable costs incurred by the County officers collecting and administering this tax shall be deducted from the collected taxes.

Section 5. Severability Clause.

If any article, section, subsection, sentence, phrase or clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The voters of the Zone hereby declare that they would have adopted the remainder of this Ordinance, including each article, section, subsection, sentenced phrase or clause, irrespective of the invalidity of any other article, section, subsection, sentence, phrase or clause.

Section 6. Effective Date and Posting.

This Ordinance shall take effect immediately upon its confirmation by two-thirds of the voters voting within the Zone in an election to be held on November 17, 2025, so that taxes shall first be collected hereunder for the tax year beginning July 1, 2026. If not confirmed by two-thirds of the voters participating in the election, this Ordinance and the tax approved herein shall not become effective.

PASSED AND ADOPTED by the City Council of the City of Oakley this 9th day of December 2025 by the following vote:

AYES:
NOES:
ABSTENTION:
ABSENT:

APPROVED:

_____
Shannon Shaw, Mayor

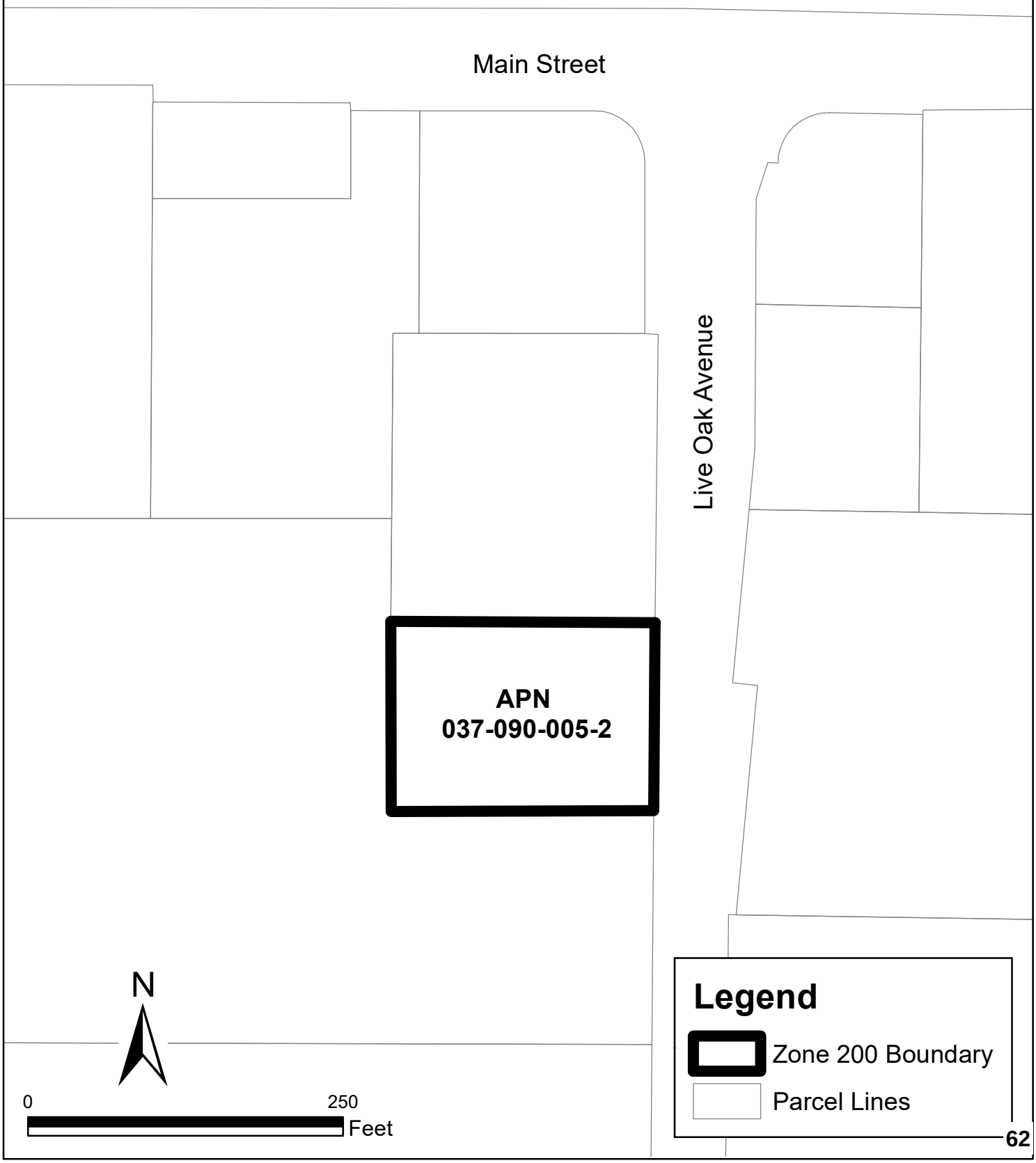
ATTEST:

_____ _____
Kim Snodgrass, City Clerk Date

EXHIBIT A - BOUNDARY MAP

CITY OF OAKLEY SPECIAL POLICE TAX AREA (P-6) ZONE 200

CITY OF OAKLEY
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
5401 Live Oak Avenue



CITY OF OAKLEY SCHEDULE FOR POLICE SERVICE TAX
FOR FISCAL YEAR 2025/2026

PROPERTY USE CODE CATEGORY	DESCRIPTION	FY24/25 TAX PER PARCEL	FY25/26 TAX PER PARCEL
11	Single Family Residence – 1res., 1 site	$1,330.64	$1,347.54
12	Single Family Residence – 1 res., 2 or more sites	$1,330.64	$1,347.54
13	Single Family Residence – 2 res., on 1 or more sites	$2,129.02	$2,156.06
14	Single Family Residence – other than single fam. Land	$1,330.64	$1,347.54
15	Misc. Improvements – 1 site	$1,330.64	$1,347.54
16	Misc. Improvements – 2 or more sites	$1,330.64	$1,347.54
17	Vacant – 1 site	$665.32	$673.77
18	Vacant – 2 or more sites	$665.32	$673.77
19	Single Family Residence – Det. W/common area	$1,330.64	$1,347.54
20	Vacant – Multiple	$665.32	$673.77
21	Duplex	$2,129.02	$2,156.06
22	Triplex	$3,193.54	$3,234.10
23	Fourplex	$4,258.05	$4,312.13
24	Combinations	$1,330.64	$1,347.54
25	Apartments (5 –12 Units)	$5,322.56	$5,390.16
26	Apartments (13 – 24 Units)	$13,838.66	$14,014.42
27	Apartments (25 – 59 Units)	$26,612.80	$26,950.80
28	Apartments (60+ units)	$63,870.72	$64,681.92
29	Attached PUDs: Cluster Homes, Condos, etc.	$1,330.64	$1,347.54
30	Vacant – Commercial	$665.32	$673.77
31	Commercial Stores – Not Supermarkets	$2,661.28	$2,695.08
32	Small Grocery Stores – (7-11, etc.)	$3,991.92	$4,042.62
33	Office Buildings	$2,661.28	$2,695.08
34	Medical, Dental	$2,661.28	$2,695.08
35	Service Stations, Car Wash	$2,661.28	$2,695.08
36	Garages	$2,661.28	$2,695.08
37	Community Facilities (Recreational, etc.)	$5,322.56	$5,390.16
38	Golf Courses	$2,661.28	$2,695.08
39	Bowling Alleys	$1,330.64	$1,347.54
40	Boat Harbors	$3,326.60	$3,368.85
41	Supermarkets – (not shopping centers)	$3,991.92	$4,042.62
42	Shopping Centers	$5,322.56	$5,390.16
43	Financial Buildings – (Ins., Title, Banks, S&L)	$1,330.64	$1,347.54
44	Motels, Hotels & Mobile Home Parks	$6,653.20	$6,737.70
45	Theaters	$2,993.94	$3,031.97
46	Drive-in Restaurants	$1,995.96	$2,021.31
47	Restaurants	$1,995.96	$2,021.31
48	Multiple & Commercial	$1,995.96	$2,021.31
49	New Car Agencies	$1,995.96	$2,021.31
50	Vacant Land (not part of Ind. Park or P. & D.)	$498.99	$505.33
51	Industrial Park	$3,991.92	$4,042.62
52	Research & Development	$1,995.96	$2,021.31
53	Light Industrial	$1,995.96	$2,021.31
54	Heavy Industrial	$1,995.96	$2,021.31
55	Mini Warehouses (public storage)	$3,991.92	$4,042.62
56	Misc. Improvements	$3,991.92	$4,042.62
61	Rural, Res., Improvement 1A-10A	$997.98	$1,010.66
62	Rural, w/or w/o structure 1A-10A	$997.98	$1,010.66
70	Convalescent Hospitals / Rest Homes	$1,995.96	$2,021.31
73	Hospitals	$1,995.96	$2,021.31
74	Cemeteries / Mortuaries	$1,995.96	$2,021.31
75	Fraternal & Service Organizations	$1,995.96	$2,021.31
76	Retirement Housing Complex	$6,653.20	$6,737.70
78	Parks & Playgrounds	$3,991.92	$4,042.62
85	Public & Private Parking	$1,995.96	$2,021.31
87	Common Area	$1,995.96	$2,021.31
88	Mobile Homes	$997.98	$1,010.66
89	Other (split parcels in different tax code areas)	$997.98	$1,010.66
99	Homeowner's Association Owned Common Areas	$798.38	$808.52

The tax rates shown in this schedule shall be automatically adjusted on July 1 of each year, beginning on July 1, 2016 by the increase in the Consumer Price Index for all Urban Consumers for the San Francisco-Oakland-Bay Area and applying that rate to the prior year amounts for each property use code category. However, the City Council reserves the right to itself the opportunity to adjust the rate in the following year if the CPI adjustment is insufficient to reimburse the City for the costs of providing levels of police services as approved by the City Council.

CALCULATION OF COST OF LIVING INCREASE	
Percent increase from Fiscal Year 2024-25 in the San Francisco-Oakland-Bay Area Consumer Price Index for All Urban Consumers.	1.27%

DATE: October 14, 2025

TO: Joshua McMurray, City Manager

FROM: Ken Strelo, Community Development Director

Approved and Forwarded to the City Council

SUBJECT: Housing Element Rezone - General Plan Amendments and Rezoning (GPA 2025-004, RZ 2025-004) - Adoption of a Resolution Approving General Plan Amendments and Introduction of an Ordinance Approving Rezonings to Implement Policy Action 1.1 of the City Oakley Housing Element 2023-2031

Summary

The City of Oakley is initiating a General Plan Amendment (GPA 2025-004) and Rezoning (RZ 2025-004) application to implement Policy Action 1.1 of the City of Oakley Housing Element 2023-2031 (Housing Element). The proposed project consists of the following requests:

- Approval of amendments to the Oakley General Plan Land Use Element creating a new Land Use Designation (Residential Multiple Family (RMF)) essential for Rezoning of sites to meet the Regional Housing Needs Allocation (RHNA) of the Housing Element.
- Approval of amendments to the General Plan Land Use Designation on seven residentially designated parcels from Residential High (RH) and Residential Medium (RM) to Residential Multiple Family (RMF) (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054).
- Approval of an amendment to the General Plan Land Use Designation on a portion of one parcel from Residential High (RH) to Commercial (CO) (APN 053-071-046).
- Approval of a Zoning Text Amendment to amend Section 9.1.406 (Multiple Family Residential Districts) of the Oakley Municipal Code by adding text related to the proposed M-30 (Multiple Family Residential) District.
- Approval of a Rezone to seven parcels from M-9 and M-12 (Multiple Family Residential) District to M-30 District (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054).
- Approval of a Rezone to one parcel from P-1 (Planned Unit Development) District to C (General Commercial) District (APN 053-071-046).
- Approval of a Rezone to nine commercially designated and zoned parcels through application of the AHO (Affordable Housing Overlay) District over their underlying zoning districts (APNs 035-172-004, 035-173-008, 035-182-015, 035-281-007, 035-282-058, 035-282-062, 053-071-041, 053-071-042, 053-071-046).

These zoning text amendments collectively are intended to further the City's compliance with its adopted Housing Element and applicable fair housing regulations ("Project").

Background and Discussion

CERTIFIED HOUSING ELEMENT

The Housing Element is one of the seven mandatory elements of each city's General Plan, functioning as a locally adopted blueprint of goals, policies, and programs to address existing and projected housing needs. State law requires jurisdictions to update their Housing Element every eight years and obtain certification from the Department of Housing and Community Development (HCD). The Regional Housing Needs Allocation (RHNA) is the state-mandated process that determines the total number of housing units—and the breakdown by income category—that each jurisdiction must plan for in its Housing Element over the eight-year cycle. In the past, the City has satisfied RHNA requirements by applying an Affordable Housing Overlay District (AHO) to enough acreage at state-mandated minimum densities to accommodate the assigned number of affordable housing units.

After the City Council adopted the most recent Housing Element in 2023, and just prior to the HCD's certification of the Housing Element, a court case (*Martinez v. City of Clovis, 2023*) set new limits on the practice of using an AHO to satisfy RHNA for affordable units. As a result, HCD was not able to certify the Housing Element as adopted. To address this, the City had to adjust its approach by incorporating an alternative method of meeting its RHNA obligations in the Housing Element. Subsequently, the City Council re-adopted the Housing Element with the addition of rezoning to the proposed solutions to satisfy RHNA requirements. In practice, rezoning involves creating a new land use designation and zoning district that meet state requirements, followed by identifying suitable sites and processing the necessary General Plan Land Use Amendments and Zoning changes. HCD approved the alternative method and certified the Housing Element on May 24, 2023, narrowly meeting the May 31, 2023 deadline that would have required the Rezoning process to be completed by January 31, 2024, if missed. Since HCD certified the Housing Element prior to May 31, 2023, the City was given three years from January 31, 2023 to satisfy its RHNA obligations.

REGIONAL HOUSING NEEDS ALLOCATION (RHNA)

The certified Housing Element includes a breakdown of the RHNA required to be accommodated during this 6th Cycle. In summary, the City is required to provide zoning capacity for 1,058 residential units, 440 of which are required to meet Lower-Income requirements. HCD defines units meeting the Lower-Income level as "affordable units." Affordable units include Low-Income, Very Low-Income, and Extremely Low-Income, or income levels that are between 80% and 51% of the median household income for Low-Income and 50% to 0% of the median household

income for Very Low-Income. The Extremely Low-Income category is for incomes earning 30% or less of the median household income, and the number of RHNA units for that category is assumed to make up half of the Very-Low-Income units. For clarification, Staff has broken Extremely Low-Income out as a separate category in the table below and adjusted the Very Low-Income units accordingly. Table 1 shows Oakley's 2023-2031 RHNA units per income level.

Table 1 – 2023-2031 Housing Element RHNA

Regional Housing Needs Allocation, City of Oakley, 2023-2031						
	Extremely Low-Income Units	**Very Low-Income Units**	**Low-Income Units**	**Moderate-Income Units**	**Above-Moderate-Income Units**	**Total**
2023-2031 RHNA	139	140	161	172	446	1,058

For additional reference and background, the Moderate-Income category captures income levels between 81% and 120% of the median household income, and the Above-Moderate-Income level captures everything above 120% of the median household income level. The median household income is derived from the County average. On April 23, 2025, HCD produced the 2025 State Income Limits memorandum, which provides a summary of all of California counties' income limits. That memorandum shows Contra Costa County's median income for a household of four persons is $159,800[1].

CALCULATING A SITE'S POTENTIAL RHNA AFFORDABLE UNITS

Oakley's certified Housing Element includes a list of existing and candidate AHO sites along with their potential RHNA affordable units. The City was able to show a feasible base density of 24 dwelling units per acre ("du/ac") for AHO sites; however, pursuant to HCD standards, the capacity on sites that are not vacant or that have an underlying commercial zoning is reduced by 25% from the original potential number of units for each of those scenarios. As an example, if a site that could accommodate 40 units at 24 du/ac is also vacant and has an underlying residential zoning, 40 RHNA affordable units can be assumed. If the site has either an existing house or underlying commercial zoning, the RHNA affordable unit capacity would be reduced by 25% to 30 units. If both of those scenarios applied to the site, the RHNA affordable unit capacity for the site would be reduced by 50% to 20 units.

[1] https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/income-limits-2025.pdf

Renewed Guidance from HCD

After certification of the Housing Element and *Martinez v. City of Clovis*, HCD further analyzed whether an AHO could still be used in specific cases to satisfy RHNA affordable units. The City has received direction from our Housing Element consultants, through discussions with HCD, that the AHO can still apply to commercially zoned sites but cannot be applied to residentially zoned sites for the purpose of meeting the lower-income RHNA rezone obligation. This would mean that while the AHO may still apply to an existing AHO site, at least one of the 25% reductions will automatically apply (underlying commercial zoning), and both would apply for non-vacant AHO sites. Additionally, state law requires the City to meet at least 50% of the lower-income RHNA on sites zoned exclusively residential. Therefore, the City must accommodate at least 220 units on exclusively residential sites and can only accommodate less than half of the RHNA on commercially zoned sites with the AHO applied. With this new guidance in mind, Staff has analyzed all the existing and candidate AHO sites listed in the Housing Element along with direction received from the City Council during the Housing Element approval process and June 10, 2025 Work Session and determined which sites identified in the Housing Element would be eligible for the AHO and which would be eligible for rezoning to M-30 District.

HOUSING ELEMENT IMPLEMENTATION WORK SESSION WITH CITY COUNCIL

On June 10, 2025, Staff held a public work session with the City Council to discuss methods of implementation and receive direction related to Policy Action 1.1 of the Housing Element which requires “Rezone of Adequate Sites to Meet Remaining RHNA (Regional Housing Needs Allocation) Need.” During that work session, the City Council discussed paths to RHNA compliance and landed on an approach where the City would pursue a new General Plan Designation to accommodate a new Zoning District that would meet the criteria of HCD. In addition to that, several commercially designated sites were selected to become candidates for the AHO District.

At the conclusion of the work session, Staff received consensus direction to pursue the Rezoning or AHO on all seven of the “existing AHO” sites identified in the Housing Element, on four of the seven “candidate AHO” sites identified in the Housing Element, and on five additional sites identified by the City Council.

PLANNING COMMISSION RECOMMENDATION

On September 2, 2025, the Planning Commission held a public hearing to consider the proposed project. The project was presented to the Planning Commission as recommended to be pursued by the City Council during their June 10, 2025 Work Session. After receiving the Staff Report, asking questions of Staff, and receiving

public comments, the Planning Commission deliberated on the project and unanimously voted (5-0) adoption Planning Commission Resolution No. 11-25 recommending the City Council approve the project, as proposed (Attachment 3 to this Staff Report).

SUMMARY OF SITES

This subsection provides a summary of each site or grouping of sites, recommended to be rezoned to M-30 District or receive the AHO District, per the Planning Commission's recommendation, which is consistent with the direction provided by the City Council during the June 10, 2025 Work Session. The sites are categorized by the specific method of accommodating RHNA proposed for each site (Rezone or AHO) and include the underlying General Plan Designation and the number of Lower-Income RHNA Unit Capacity that each site will accommodate. Missing numbers in the sequence of site numbers is due to sites not being pursued for either method of additional RHNA capacity. This includes Site 8, 9 and 10, which are identified as Candidate AHO sites in the Housing Element.

M-30 District Rezone Method

All the sites chosen to accommodate lower-income RHNA capacity through the Rezone method must also have their General Plan Land Use Designations amended to Residential Multiple Family (RMF), a General Plan Designation that has been created and proposed as a part of this exercise to accommodate the allowable base density of 20-30 dwelling units per acre.

Site 1-4

- East Cypress Road and Van Pelt Lane (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012)
- GP Designation: Residential High (RH)
- Lower-Income RHNA Capacity = 126 units

Site 5

- 6381 Sellers Avenue (APN 033-180-007)
- GP Designation: Residential Medium (RM)
- Lower-Income RHNA Capacity = 35 units

Site 14

- 901 East Cypress Road (APN 033-180-015)
- GP Designation: Residential Medium (RM)
- Lower-Income RHNA Capacity = 50 units

Site 15

- 440 West Cypress Road (APN 035-282-054)
- GP Designation: Residential Medium (RM)
- Lower-Income RHNA Capacity = 56 units

Affordable Housing Overlay (AHO) Method

Based on guidance from HCD, the AHO method can only be used on sites with an underlying Commercial zoning (and by extension a Commercial General Plan Land Use Designation), and it can only be applied to accommodate for no more than half of the Lower-Income RHNA target units (220 units). All the sites listed below, other than Site 11, are currently designated with underlying commercial land use and can receive the AHO without any additional General Plan Amendments or Rezonings. Site 11, as noted below, will require a General Plan Amendment and Rezoning (part of this project) to apply the AHO District.

Sites 6 and 7

- NW Corner of West Cypress Road and Main Street (APNs 035-282-058 and 035-282-062)
- GP Designation: Commercial (CO)
- Lower-Income RHNA Capacity = 14

Site 11

- 3300 Neroly Road (APN 053-071-046)
- GP Designation: Residential High (RH) and Commercial (CO)
  - This site requires a GPA to amend the portion that is currently designated as Residential High (RH) to Commercial (CO) and a Rezone from P-1 District to C District to apply the AHO District.
- Lower-Income RHNA Capacity = 82 units

Site 12

- 4671 Rose Avenue (APN 035-182-015)
- GP Designation: Commercial Downtown (CD)
- Lower-Income RHNA Capacity = 14

Site 13

- SE Corner of Main Street and Rose Avenue (APN 035-281-007)
- GP Designation: Commercial Downtown (CD)

- Lower-Income RHNA Capacity = 11

Sites 16 and 17

- 2419 and 2459 Laurel Road (APNs 053-071-041 and 053-071-042)
- GP Designation: Commercial (CO)
- Lower-Income RHNA Capacity = 18

Sites 18 and 19

- 7th Street South of USPS (APNs 035-172-004 and 035-172-008)
- GP Designation: Commercial Downtown (CD)
- Lower-Income RHNA Capacity = 51

Summary of Lower-Income RHNA Capacity

- Sites proposed for the Rezone to M-30 District = 267 units
- Sites proposed for the AHO District = 190 units
- Total = 457 units

Required Entitlements

This section details the entitlements and actions that the City Council must act upon to implement Policy Action 1.1 of the Housing Element, as proposed.

GENERAL PLAN AMENDMENTS

One component of completing Policy Action 1.1 of the Housing Element requires the City Council to approve amendments to the General Plan in three ways as described below.

- Approval of amendments to the Oakley General Plan Land Use Element creating a new Land Use Designation (Residential Multiple Family (RMF)) essential for Rezoning of sites to meet the Regional Housing Needs Allocation (RHNA) of the Housing Element.

This is proposed by adding a new Land Use Designation to the Land Use Element of the General Plan. The Land Use Designation is proposed to be titled, “Residential Multiple Family (RMF)”. This new designation would be added to Table 2-1 (General Plan Land Use Designation and Acreages), Table 2-2 (Build Out Potential), Table 2-3 (Land Use Designations), Table 2-4 (General Plan/Zoning Compatibility Matrix), and Figure 2-2 (Land Use Map). Table 2-3 (Land Use Designations) will include the new designation’s description and density range as follows:

"The Residential Multiple Family (RMF) designation provides for higher density residential development. Appropriate primary land uses include multiple-family residences (such as condominiums, town houses, and apartments). Public and semi-public uses and similar compatible uses are also allowed. 20 to 30 dwelling units per acre."

Other related amendments will occur in conjunction with the addition of the new designation. Table 2-1 will be updated by modifying the acreages, and Table 2-2 will be updated by modifying the acreages, dwelling units, population and employees. Modifications to both tables is required due to the addition of a new designation replacing existing designations on the subject parcels. There is currently a typo in the General Plan where Table 2-3 is labeled as a second Table 2-2. This will be cleaned up. Table 2-4 will be amended so the AHO District will no longer be compatible with residential designations and instead will be made compatible with the Commercial (CO) and Commercial Downtown (CD) designations. The new RMF designation and associated M-30 District (zoning) will be added to Table 2-4 and made compatible with each other.

- Approval of amendments to the General Plan Land Use Designation on seven residentially designated parcels from Residential High (RH) and Residential Medium (RM) to Residential Multiple Family (RMF) (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054).

This action will amend the land use designation to RMF on the parcels/sites proposed to be rezoned to M-30 District. This is required, along with creation of the designation, to provide a base land use designation to which the M-30 District can be found compatible. Due to the density required for the M-30 District, none of the existing residential designations would be found to be consistent.

- Approval of an amendment to the General Plan Land Use Designation on a portion of one parcel from Residential High (RH) to Commercial (CO) (APN 053-071-046).

Site 11, located at 3300 Empire Avenue, currently has a split land use designation. A majority of the site is designated RH with a small piece of the corner at the intersection of Empire Avenue and Neroly Road designated CO. This amendment would designate the entire site as CO, preparing the site to be zoned to a commercial district to receive the AHO.

REZONINGS

To complete the Rezone portion of Policy Action 1.1 of the Housing Element, the City Council will need to adopt a new zoning district (M-30) through a zoning text

amendment, rezone seven parcels to the new zoning district, and rezone nine parcels by adding the AHO on top of their respective existing zoning districts, and rezone one parcel to C (General Commercial) District. Descriptions of the four actions and how they will be achieved are described below.

- Approval of a Zoning Text Amendment to amend Section 9.1.406 (Multiple Family Residential Districts) of the Oakley Municipal Code by adding text related to the proposed M-30 (Multiple Family Residential) District.

Text for a new zoning district, M-30 (Multiple Family Residential) District, has been drafted for adoption through an amendment to Oakley Municipal Code (OMC) Section 9.1.406 (Multiple Family Residential Districts). The contents of this ordinance create an M-30 District that meets the criteria established by HCD to accommodate development of lower-income RHNA units, including the addition of objective standards that must be implemented.

- Approval of a Rezone to seven parcels from M-9 and M-12 (Multiple Family Residential) District to M-30 District (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054).

This action would rezone the applicable zoning district on the seven identified parcels from their existing M-9 or M-12 District to the newly created M-30 District. The action is required to create a substantial number of acres and lower-income RHNA unit capacity available to meet at least half of the City's total obligation of 440 units.

- Approval of a Rezone to one parcel from P-1 (Planned Unit Development) District to C (General Commercial) District (APN 053-071-046).

This action would rezone Site 11 from P-1 District to C District to allow application of the AHO District to be placed over the base zoning.

- Approval of a Rezone to nine commercially designated and zoned parcels through application of the AHO (Affordable Housing Overlay) District over their underlying zoning districts (APNs 035-172-004, 035-173-008, 035-182-015, 035-281-007, 035-282-058, 035-282-062, 053-071-041, 053-071-042, 053-071-046).

This action is required to create a substantial number of remaining acres in addition to those created by the Rezone to M-30 District to accommodate the remaining lower-income RHNA unit capacity based on HCD guidance and capacity formulas. Unlike the M-30 District, the AHO is an overlay only, meaning development of any site with the AHO may choose whether to use the AHO or not. In other words, a site

that is designated and zoned commercial and that has the AHO, may result in development of a commercial project per the underlying designation and zoning, or result in a housing project per the development standards and density allowances provided in the AHO. Mixed use developments at the density allowed by the AHO District are also an option.

Analysis

HOUSING ELEMENT COMPLIANCE

The Housing Element RHNA requires planning for at least 440 lower-income units. Assuming all the above recommendations are adopted, the City will have planned for 457 lower-income units which would result in a buffer of at least 17 units (lower-income units, such as accessory dwelling units, built since certification of the Housing Element have not been factored). This would not only complete the City's requirement to plan for the minimum number of lower-income units but result in a buffer of units. The buffer would potentially ease the burden should any of the identified sites be developed in a manner resulting in less than the assumed lower-income RHNA capacity for the given site. Should the City end up in a position where less than the required number of lower-income unit capacity remains and that deficit of units has not been built, the City would have 180 days to find new sites to make up the difference, including the adoption of any entitlements such as GPAs or RZs. This is the "no-net-loss" part of the RHNA requirements.

GENERAL PLAN AMENDMENTS

When making findings for a General Plan Amendment, the City Council must find that: "the change in Land Use Designation/Amendment to the General Plan will provide for the orderly, well planned and balanced growth within the City."

In the case of the General Plan Amendments related to creation of a new designation, minor amendments to the text to accommodate that new designation and amending the land use designation in a select number of parcels throughout the City, it is found that each action is required to achieve implementation of Policy Action 1.1 of the Housing Element. Implementation of this policy action results in further implementing the Housing Element as a whole, which itself is an adopted element of the General Plan. Adoption of these General Plan Amendments carries out the goals and policies of the General Plan and the Housing Element by bringing the City into compliance with the Housing Element and the applicable lower-income RHNA unit capacity requirements established by HCD.

REZONINGS

One of the main required findings of a rezoning entitlement is to find that the result of the rezoning is consistent with the General Plan. Other findings relate to specific

uses being compatible with surrounding uses and that there is a community need for the change.

Each of the Rezonings is required to implement Policy Action 1.1 of the Housing Element. Creation of the M-30 District is required to establish a base district, per HCD's guidance, that can accommodate lower-income RHNA units. Rezoning specific sites to M-30 District and applying the AHO to specific sites will result in substantial capacity with a buffer to satisfy the minimum 440 lower-income RHNA units the City is required to plan for per the certified Housing Element. Since the Housing Element is an adopted element of the General Plan, actions taken to implement the Housing Element are found to be consistent with the General Plan.

AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH)

Assessment of Lower-Income Sites Inventory and Fair Housing

The City's 2023-2031 Housing Element includes Policy Action 1.1, Rezone Adequate Sites to Meet the Remaining RHNA Need, requiring the City to rezone adequate sites to meet the remaining Regional Housing Needs Allocation (RHNA) of 440 units. The City, when selecting and finalizing the list of sites, must also ensure that these sites are distributed more evenly across the City and in more developed, well-established, and higher income areas to affirmatively further fair housing.

The following analysis demonstrates that the distribution of lower-income Housing Element sites will not result in an overconcentration of affordable housing or worsen access to opportunity, and effort has been made to include sites in relatively higher-income and moderate resource areas of the City to affirmatively further fair housing.

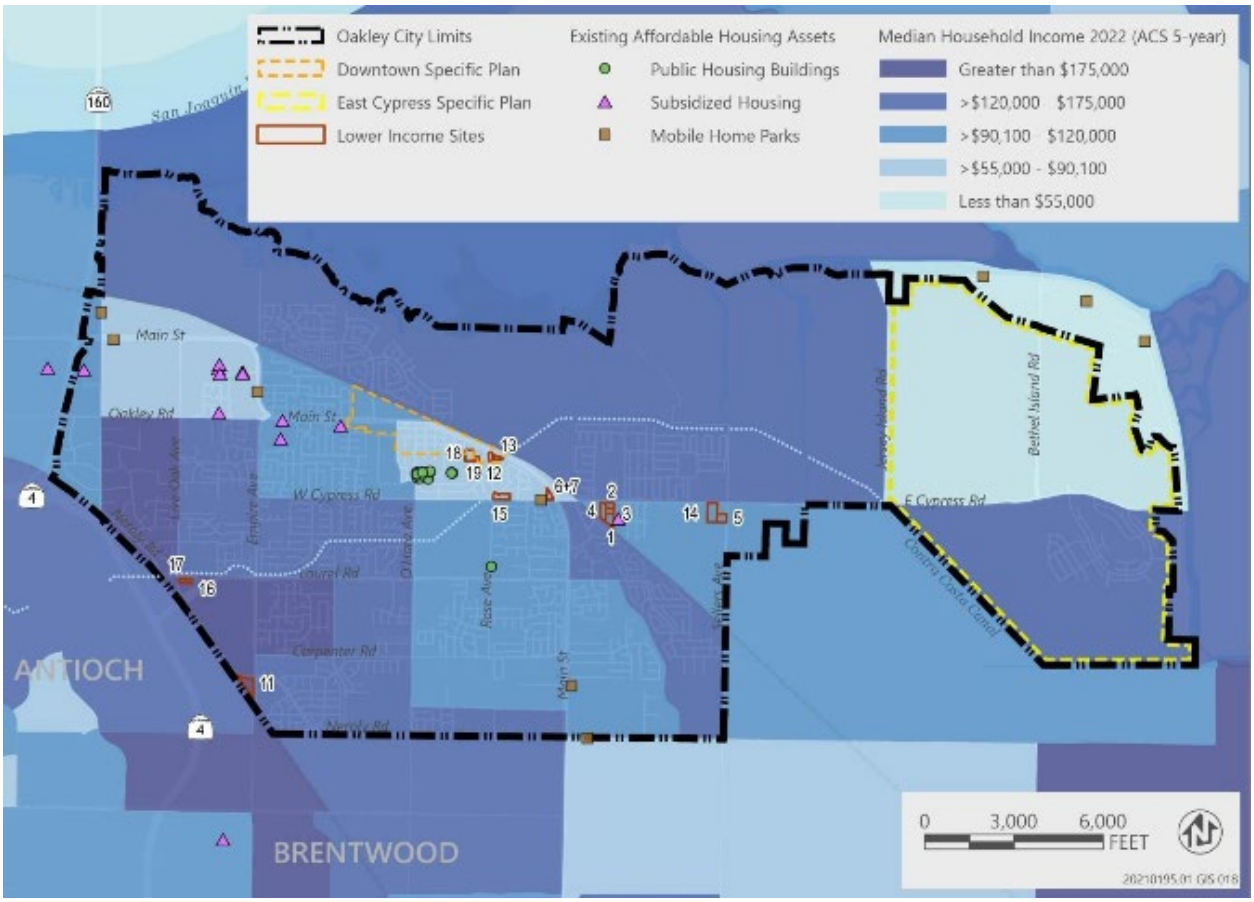
Distribution of Sites

The City prioritized putting most of the lower-income sites in central Oakley, primarily along Main Street and within the Downtown area, as these areas have the greatest access to essential services including grocery stores, restaurants, jobs, and transit. To avoid exacerbating existing concentrations of lower-income housing, sites were excluded from northwestern Oakley, where the majority of current affordable housing is already located (nine subsidized affordable housing developments totaling 609 units). Lower-income sites were also not designated in the northern portions of the City or within the East Cypress Corridor Specific Plan area due to limited transit connectivity and infrastructure availability issues. Overall, the distribution of lower-income sites throughout the City ensures continued access to essential services and transportation and prevents the creation of additional affordable housing concentrations.

Median Household Income

Figure 1 shows lower-income sites and existing affordable housing assets in relation to median household income. Overall, lower-income sites are well-distributed across census tracts, spanning areas with varying median household income levels. Sites are placed in lower ($55,000 to $90,000), medium ($90,000 to $120,000), and highest income levels (greater than $175,000). This geographic distribution promotes economic integration and creates affordable housing opportunities throughout the City.

Figure 1: Lower-Income Sites Inventory and Existing Affordable Housing Assets by Median Household Income



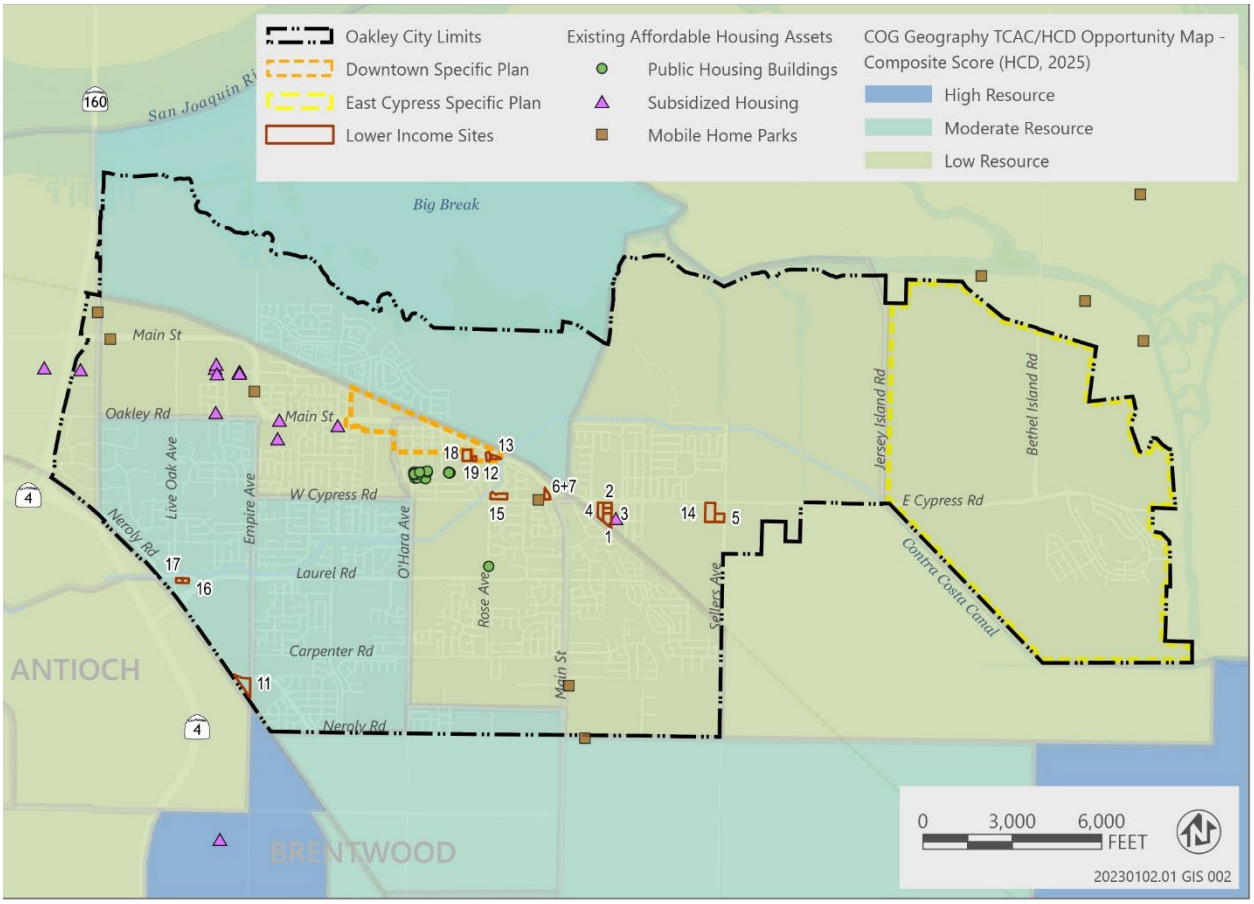
Source: Data downloaded from HCD AFFH Data and Mapping Tool in 2025, based on ACS data.

Access to Opportunity

Figure 2 shows lower-income sites and existing affordable housing developments in relation to the California Tax Credit Allocation Committee (TCAC) and HCD opportunity maps. Most of the City is designated as low resource. Census tracts in the northwest and southwest areas of Oakley are designated as moderate resource,

correlating with areas of higher median household incomes shown in Figure 1. While there are some areas of the City that are designated as moderate resource, residents of all income levels and backgrounds access the same resources and amenities due to Oakley's size and location. These resources, which include services and transit, are centrally located along Main Street and in the Downtown. For this reason, most of the lower-income sites are also located along Main Street and in Downtown. Three sites (Sites 11, 16 and 17) are located in a moderate resource area, helping to avoid a concentration of sites within the low resource areas. In conclusion, the distribution of lower-income Housing Element sites will not worsen access to opportunity and effort has been made to include sites in moderate resource areas.

Figure 2: Lower-Income Sites Inventory and Existing Affordable Housing Assets by TCAC/HCD Opportunity Map Composite Score



Source: Data downloaded from HCD AFFH Data and Mapping Tool in 2025, based on ACS data.

California Environmental Quality Act ("CEQA")

Adoption of the proposed resolution recommending the City Council approve the General Plan Amendments (GPA 2025-004) and Rezoning (RZ 2025-004) is statutorily exempt from the California Environmental Quality Act (CEQA) under Public Resources Code §21080.085. That section provides that CEQA does not apply to an action that implements the schedule of actions in an approved Housing Element pursuant to Government Code §65583(c). The proposed General Plan Amendment and Rezone would implement Housing Element Policy Action 1.1 of the City's 2023 – 2031 Housing Element, and none of the statutory exclusions apply (the actions do not allow distribution centers or oil and gas infrastructure, and any natural and protected lands as defined in PRC §21067.5 are excluded from the actions). Accordingly, no further environmental review is required for the actions, and subsequent development under the affected parcels will undergo CEQA review, as applicable.

Consistency with the Oakley Strategic Plan 27+

Implementation of Policy Action 1.1 of the Housing Element related to satisfying RHNA is consistent with the City of Oakley Strategic Plan 2022-2027+ (SP27+). Under the Community and Economic Development Goal, it is consistent with the Strategic and Thoughtful Growth Objective which states "Provide affordable housing sites that meet our legislative Regional Housing Needs Allocation (RHNA)."

Fiscal Impact

There is no fiscal impact associated with this work session. Staff time and materials to prepare this report are covered by the General Fund.

Staff Recommendation

Staff recommends the City Council adopt the proposed resolution approving General Plan Amendment (GPA 2025-004) and introduce the proposed ordinance approving Rezoning (RZ 2025-004), resulting in completing implementation of Policy Action 1.1 (Rezone Adequate Sites to Meet RHNA Need) of the Housing Element, and finding the action exempt from CEQA.

Attachments

1. Notice of Public Hearing
2. Summary of Sites Subject to the General Plan Amendment and/or Rezone
3. Planning Commission Resolution No. 11-25
4. Proposed Resolution
5. Proposed Ordinance

City Clerk's Reading File

- City of Oakley 6th Cycle Housing Element 2023-2031

  Available online at:
  https://ca-oakley.civicplus.com/DocumentCenter/View/283/City-of-Oakley-2023-to-2031-Housing-Element---Certified-by-HCD-on-May-24-2023-PDF

OAKLEY
CALIFORNIA

NOTICE OF PUBLIC HEARING

Notice is hereby given that on **October 14, 2025 at 6:30 p.m.**, or as soon thereafter as the matter may be heard, the City Council of the City of Oakley will hold a Public Hearing at the Council Chambers located at 3231 Main Street, Oakley, CA 94561 for the purpose of considering an application as described below:

Project Name: Housing Element Rezone - General Plan Amendments and Rezoning (GPA 2025-004, RZ 2025-004)

Project Location: Citywide

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

Request: The City of Oakley is initiating a General Plan Amendment (GPA 2025-004) and Rezoning (RZ 2025-004) application to implement Policy Action 1.1 of the City of Oakley Housing Element 2023-2031 (Housing Element). The proposed project consist of the following requests:

- Approval of amendments to the Oakley General Plan Land Use Element creating a new Land Use Designation (Residential Multiple Family (RMF)) essential for Rezoning of sites to meet the Regional Housing Needs Allocation (RHNA) of the Housing Element.
- Approval of amendments to the General Plan Land Use Designation on seven residentially designated parcels from Residential High (RH) and Residential Medium (RM) to Residential Multiple Family (RMF) (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054).
- Approval of an amendment to the General Plan Land Use Designation on a portion of one parcel from Residential High (RH) to Commercial (CO) (APN 053-071-046).
- Approval of a Zoning Text Amendment to amend Section 9.1.406 (Multiple Family Residential Districts) of the Oakley Municipal Code by adding text related to the proposed M-30 (Multiple Family Residential) District.
- Approval of a Rezone to seven parcels from M-9 and M-12 (Multiple Family Residential) District to M-30 District (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054).
- Approval of a Rezone to one parcel from P-1 (Planned Unit Development) District to C (General Commercial) District (APN 053-071-046).
- Approval of a Rezone to nine commercially designated and zoned parcels through application of the AHO (Affordable Housing Overlay) District over their underlying zoning districts (APNs 035-172-004, 035-173-008, 035-182-015, 035-281-007, 035-282-058, 035-282-062, 053-071-041, 053-071-042, 053-071-046).

These zoning text amendments collectively are intended to further the City's compliance with its adopted Housing Element and applicable fair housing regulations ("Project").

How to Review: The Staff Report and its attachments will be available for public review, on or before **October 9, 2025** at City Hall, 3231 Main Street, Oakley, CA 94561 or online at: https://www.oakleyca.gov/129/Agendas-Minutes by navigating to the **October 14, 2025** City Council agenda and clicking the project title link. Interested persons are invited to submit written comments prior to and may testify at the public hearing. Written comments may be submitted to Ken Strelo, Community Development Director at the City of Oakley, 3231 Main Street, Oakley, CA 94561 or by email at strelo@ci.oakley.ca.us.

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

Summary of Sites Subject to General Plan Amendment and/or Rezone

Site #	Site Name	APN	Size (Acres)	Vacant or Underutilized[1]	Base Zoning	General Plan	Potential Units (at 24 units/acre)	Units Counted Toward Lower-Income RHNA	Initial Direction on Sites	June 10 Council Direction on Sites
1	E. Cypress Rd. & Van Pelt Ln. Lot 1	033-012-007	2.4	Underutilized (single family home)	M-12	RH	57	**43**	Rezone	Rezone
2	E. Cypress Rd. & Van Pelt Ln. Lot 2	033-012-008	1.12	Underutilized (single family home)	M-12	RH	26	**20**	Rezone	Rezone
3	E. Cypress Rd. & Van Pelt Ln. Lot 3	033-012-009	1.12	Underutilized (SFH)	M-12	RH	26	**20**	Rezone	Rezone
4	E. Cypress Rd. & Van Pelt Ln. Lot 4	033-012-012	2.39	Underutilized (SFH)	M-12	RH	57	**43**	Rezone	Rezone
5	6381 Sellers Ave.	033-180-007	1.98	Underutilized (SFH)	M-9	RM	47	**35**	Rezone	Rezone
6+7	W. Cypress Rd. & Main St. Lot	035-282-058, 035-282-062	1.19	Underutilized (SFH)	C	CO	28	**14**	AHO	AHO
11	3300 Neroly Rd.	053-071-046	4.52	Vacant	P-1	RH, CO	109	**82**	Rezone	AHO
12	4671 Rose Ave.	035-182-015	0.83	Vacant	SP-4	CD	19	**14**	AHO	AHO
13	S/E Corner of Main St. & Rose Ave.	035-281-007	0.65	Vacant	SP-4	CD	15	**11**	AHO	AHO
14	901 E. Cypress Rd.	033-180-015	2.8	Underutilized	M-9	RM	67	**50**	Rezone	Rezone
15	440 West Cypress Road	035-282-054	3.16	Underutilized	M-9	RM	75	**56**	N/A	Rezone
16	2419 Laurel Road	053-071-041	0.75	Underutilized	C	CO	18	**9**	N/A	AHO
17	2459 Laurel Road	053-071-042	0.78	Underutilized	C	CO	18	**9**	N/A	AHO
18	7th Street (south of USPS)	035-172-004	2.41	Vacant	C	CD	57	**43**	N/A	AHO
19	7th Street (south of USPS and east of Site 18)	035-173-008	0.45	Vacant	C	CD	10	**8**	N/A	AHO

PLANNING COMMISSION
RESOLUTION NO. 11-25

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF OAKLEY RECOMMENDING THAT THE CITY COUNCIL OF THE CITY OF OAKLEY ADOPT A RESOLUTION APPROVING GENERAL PLAN AMENDMENT (GPA 2025-004) AND AN ORDINANCE APPROVING REZONING (RZ 2025-004), RESULTING IN COMPLETING IMPLEMENTATION OF POLICY ACTION 1.1 (REZONE ADEQUATE SITES TO MEET RHNA NEED) OF THE HOUSING ELEMENT, AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

WHEREAS, this is a City-initiated application requesting approval of a General Plan Amendment (GPA 2025-004) and Rezoning (RZ 2025-004) application to implement Policy Action 1.1 of the City of Oakley Housing Element 2023-2031 (Housing Element). The proposed project consists of the following requests:

- Approval of amendments to the Oakley General Plan Land Use Element creating a new Land Use Designation (Residential Multiple Family (RMF)) essential for Rezoning of sites to meet the Regional Housing Needs Allocation (RHNA) of the Housing Element.
- Approval of amendments to the General Plan Land Use Designation on six residentially designated parcels from Residential High (RH) and Residential Medium (RM) to Residential Multiple Family (RMF) (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015).
- Approval of an amendment to the General Plan Land Use Designation on a portion of one parcel from Residential High (RH) to Commercial (CO) (APN 053-071-046).
- Approval of a Zoning Text Amendment to create a new zoning district titled M-30 (Multiple Family Residential) District by adopting Section 9.1.414 of the Oakley Municipal Code.
- Approval of a Rezone to six parcels from M-9 and M-12 (Multiple Family Residential) District to M-30 District (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015).
- Approval of a Rezone to nine commercially designated and zoned parcels through application of the AHO (Affordable Housing Overlay) District over their underlying zoning districts (APNs 035-172-004, 035-173-008, 035-182-015, 035-281-007, 035-282-058, 035-282-062, 053-071-041, 053-071-042, 053-071-046).

The General Plan Amendment and Rezoning serve to further the City's compliance with its adopted Housing Element and applicable fair housing regulations ("Project"); and

WHEREAS, on or before August 22, 2025, the Notice of Public Hearing for the Project was duly noticed in the East Bay Times, a newspaper of general distribution; was posted at Oakley City Hall located at 3231 Main Street, outside the gym at Delta Vista Middle School located at 4901 Frank Hengel Way, and outside the library at Freedom High School located at 1050 Neroly Road; and was mailed out to outside agencies, to parties

requesting such notice, and to all owners of property within 500 feet of the boundaries of all of the parcels subject to the requested actions; and

WHEREAS, on September 2, 2025, the Planning Commission held a duly noticed public hearing to consider the proposed General Plan Amendment (GPA 2025-004) and Rezone (RZ 2025-004), received the staff report and staff presentation, received comments from the public and interested parties, and discussed the matter; and

WHEREAS, if any term, provision, or portion of these Findings or the application of these Findings to a particular situation is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of these Findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

BE IT RESOLVED on the basis of the above findings of fact and the entire Record, the Planning Commission makes the following additional findings in support of the approvals:

A. On May 9, 2023 the City Council adopted the 6th Cycle Housing Element of the General Plan for the period of 2023-2031 in compliance with State Housing Element law.

B. On May 24, 2023 HCD certified the City of Oakley's 6th Cycle Housing Element for the period of 2023-2031 in compliance with State Housing Element law.

C. The Objective of Policy Action 1.1 of the Housing Element aims to rezone adequate sites to meet the City's lower-income RHNA need and to facilitate the development of more housing choices for lower-income households.

Adopting the proposed General Plan Amendment and Rezoning would implement Policy Action 1.1 of the City of Oakley Housing Element.

D. The Planning Commission recommends that the City Council finds the proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to SB 131 SEC. 6. Section 21080.085 does not apply to actions that implement the schedule of actions contained in an approved housing element pursuant to subdivision (c) of Section 65583 of the Government Code. That section provides that CEQA does not apply to an action that implements the schedule of actions in an approved Housing Element pursuant to Government Code §65583(c). The proposed General Plan Amendment and Rezone would implement Housing Element Policy Action 1.1 of the City's 2023 – 2031 Housing Element, and none of the statutory exclusions apply (the actions do not allow distribution centers or oil and gas infrastructure, and any natural and protected lands as defined in PRC §21067.5 are excluded from the actions). Accordingly, no further environmental review is required for the actions, and subsequent development under the affected parcels will undergo CEQA review, as applicable.

BE IT FURTHER RESOLVED on the basis of the above Findings and the Record, The Planning Commission hereby recommends that the City Council adopt the proposed resolution approving the General Plan Amendment (GPA 2025-004) and the proposed ordinance approving the Rezone (RZ 2025-004) included as attachments to the Staff Report for this project, and finding the action exempt from CEQA, with addition of the following action:

1. Rezoning Site 11 from P-1 (Planned Unit Development) District to C (General Commercial) District.

PASSED AND ADOPTED by the Planning Commission of the City of Oakley this 2nd day of September 2025 by the following vote:

AYES: Chuiko, Harvey, Oliveros, Price, Verduzo
NOES:
ABSTENTIONS:
ABSENT:

APPROVED:

Diego Verduzco, Chair

ATTEST:

Kim Snodgrass, City Clerk

9/3/2025
Date

RESOLUTION NO. XX-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING A GENERAL PLAN AMENDMENT (GPA 2025-004) REQUIRED FOR IMPLEMENTATION OF POLICY ACTION 1.1 (REZONE ADEQUATE SITES TO MEET RHNA NEED) OF THE HOUSING ELEMENT, AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

WHEREAS, this is a City-initiated application requesting approval of a General Plan Amendment (GPA 2025-004) and Rezoning (RZ 2025-004) application to implement Policy Action 1.1 of the City of Oakley Housing Element 2023-2031 (Housing Element). The proposed project consists of the following requests:

- Approval of amendments to the Oakley General Plan Land Use Element creating a new Land Use Designation (Residential Multiple Family (RMF)) essential for Rezoning of sites to meet the Regional Housing Needs Allocation (RHNA) of the Housing Element.

- Approval of amendments to the General Plan Land Use Designation on seven residentially designated parcels from Residential High (RH) and Residential Medium (RM) to Residential Multiple Family (RMF) (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054).

- Approval of an amendment to the General Plan Land Use Designation on a portion of one parcel from Residential High (RH) to Commercial (CO) (APN 053-071-046).

- Approval of a Zoning Text Amendment to amend Section 9.1.406 (Multiple Family Residential Districts) of the Oakley Municipal Code by adding text related to the proposed M-30 (Multiple Family Residential) District.

- Approval of a Rezone to seven parcels from M-9 and M-12 (Multiple Family Residential) District to M-30 District (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054).

- Approval of a Rezone to one parcel from P-1 (Planned Unit Development) District to C (General Commercial) District (APN 053-071-046).

- Approval of a Rezone to nine commercially designated and zoned parcels through application of the AHO (Affordable Housing Overlay) District over their underlying zoning districts (APNs 035-172-004, 035-173-008, 035-182-015, 035-281-007, 035-282-058, 035-282-062, 053-071-041, 053-071-042, 053-071-046).

The General Plan Amendment and Rezoning serve to further the City's compliance with its adopted Housing Element and applicable fair housing regulations ("Project"); and

WHEREAS, on September 2, 2025, the Planning Commission held a duly noticed public hearing to consider the proposed General Plan Amendment (GPA 2025-004) and Rezone (RZ 2025-004), received the staff report and staff presentation, received comments from the public and interested parties, and deliberated on the project. At the conclusion of its deliberations, the Planning Commission held a vote and adopted Planning Commission Resolution No. 11-25 recommending the City Council approve the project, as revised by the Planning Commission during its deliberations; and

WHEREAS, on or before October 3, 2025, the Notice of Public Hearing for the Project was duly noticed in the East Bay Times, a newspaper of general distribution; was posted at Oakley City Hall located at 3231 Main Street, outside the gym at Delta Vista Middle School located at 4901 Frank Hengel Way, and outside the library at Freedom High School located at 1050 Neroly Road; and was mailed out to outside agencies, to parties requesting such notice, and to all owners of property within 500 feet of the boundaries of all of the parcels subject to the requested actions; and

WHEREAS, on October 14, 2025, the City Council held a duly noticed public hearing to consider the proposed General Plan Amendment (GPA 2025-004) and Rezone (RZ 2025-004), received the staff report and staff presentation, received comments from the public and interested parties, and discussed the matter. At the conclusion of its deliberations, the City Council held a vote and adopted a resolution approving GPA 2025-004; and

WHEREAS, if any term, provision, or portion of these Findings or the application of these Findings to a particular situation is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of these Findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

NOW, THEREFORE, BE IT RESOLVED THAT, on the basis of the above findings of fact and the entire Record, the City Council makes the following additional findings in support of the approvals:

A. On May 9, 2023 the City Council adopted the 6th Cycle Housing Element of the General Plan for the period of 2023-2031 in compliance with State Housing Element law.

B. On May 24, 2023 the California Department of Housing and Community Development ("HCD") certified the City of Oakley's 6th Cycle Housing Element for the period of 2023-2031 in compliance with State Housing Element law.

C. The Objective of Policy Action 1.1 of the Housing Element aims to rezone adequate sites to meet the City's lower-income RHNA need and to facilitate the development of more housing choices for lower-income households.

Adopting the proposed General Plan Amendment would implement Policy Action 1.1 of the City of Oakley Housing Element.

D. The City Council finds the proposed General Plan Amendment (GPA 2025-004) is exempt from the California Environmental Quality Act (CEQA) pursuant to SB 131 SEC. 6. Section 21080.085 does not apply to actions that implement the schedule of actions contained in an approved housing element pursuant to subdivision (c) of Section 65583 of the Government Code. That section provides that CEQA does not apply to an action that implements the schedule of actions in an approved Housing Element pursuant to Government Code §65583(c). The proposed General Plan Amendment and Rezone would implement Housing Element Policy Action 1.1 of the City's 2023 – 2031 Housing Element, and none of the statutory exclusions apply (the actions do not allow distribution centers or oil and gas infrastructure, and any natural and protected lands as defined in PRC §21067.5 are excluded from the actions). Accordingly, no further environmental review is required for the actions, and subsequent development under the affected parcels will undergo CEQA review, as applicable.

BE IT FURTHER RESOLVED THAT, on the basis of the above Findings and the Record, the City Council hereby adopts the proposed resolution approving the General Plan Amendment (GPA 2025-004) subject to the following actions:

1) Approval of amendments to the Oakley General Plan Land Use Element creating a new Land Use Designation (Residential Multiple Family (RMF)) essential for Rezoning of sites to meet the Regional Housing Needs Allocation (RHNA) of the Housing Element. Amendments shall be as follows:

   a) Cleanup by renumbering "Table 2-2 (Land Use Designations)" to "Table 2-3 (Land Use Designations)";

   b) Adding "Residential Multiple Family (RMF)" to Table 2-3 (as renumbered) after "Residential High (RH)" with the following description and density range:

   "The Residential Multiple Family (RMF) designation provides for higher density residential development. Appropriate primary land uses include multiple-family residences (such as condominiums, town houses, and apartments). Public and semi-public uses and similar compatible uses are also allowed. 20 to 30 dwelling units per acre.";

   c) Adding the RMF designation to Tables 2-1 and 2-2 and adjusting the data in the table accordingly;

d) Amending Table 2-4 resulting in the compatibility for the AHO to no longer be compatible with residential designations and instead add Commercial (CO) and Commercial Downtown (CD) as the compatible designations, and the new designation and associated M-30 District (zoning) will be added and made compatible with each other.

2) Approval of amendments to the General Plan Land Use Designation on seven residentially designated parcels from Residential High (RH) and Residential Medium (RM) to Residential Multiple Family (RMF) (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054), as depicted in Exhibit "A" of this resolution.

3) Approval of an amendment to the General Plan Land Use Designation on a portion of one parcel from Residential High (RH) to Commercial (CO) (APN 053-071-046), as depicted in Exhibit "B" of this resolution.

PASSED AND ADOPTED by the City Council of the City of Oakley on this 14th day of October 2025, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

_____
Shannon Shaw, Mayor

ATTEST:

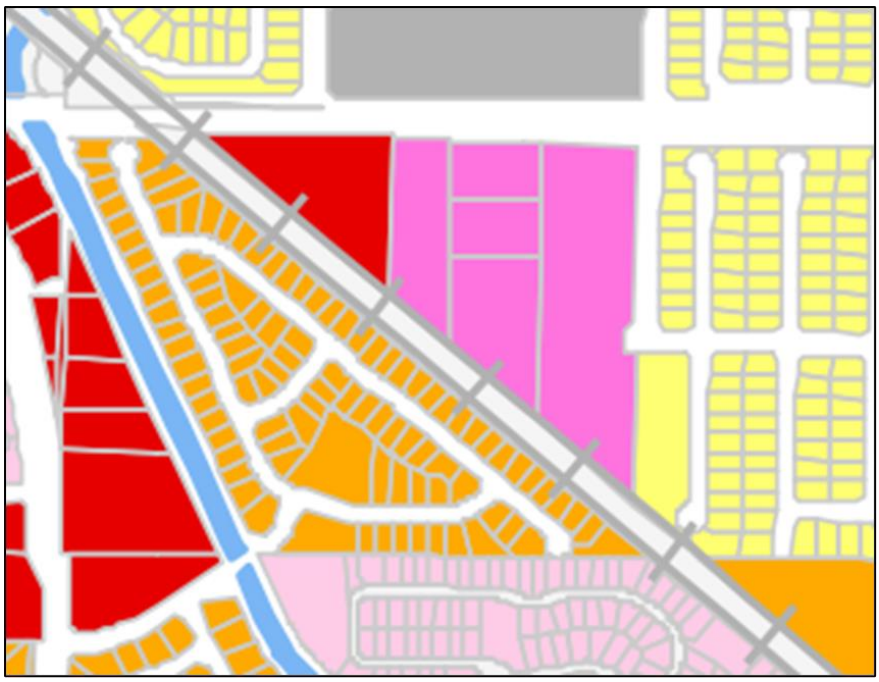
_____
Kim Snodgrass, City Clerk

_____
Date

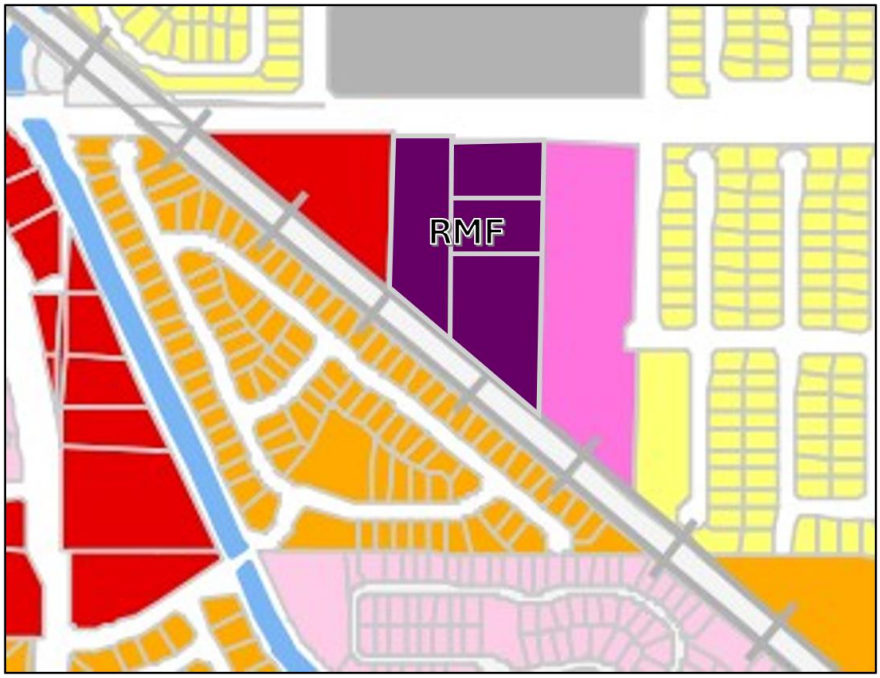
EXHIBIT A

RM and RH to RMF – (GPA 2025-004)

Site 1-4: Existing Land Use: Residential High (RH) – APNs: 033-012-007, 033-012-008, 033-012-009, 033-012-012



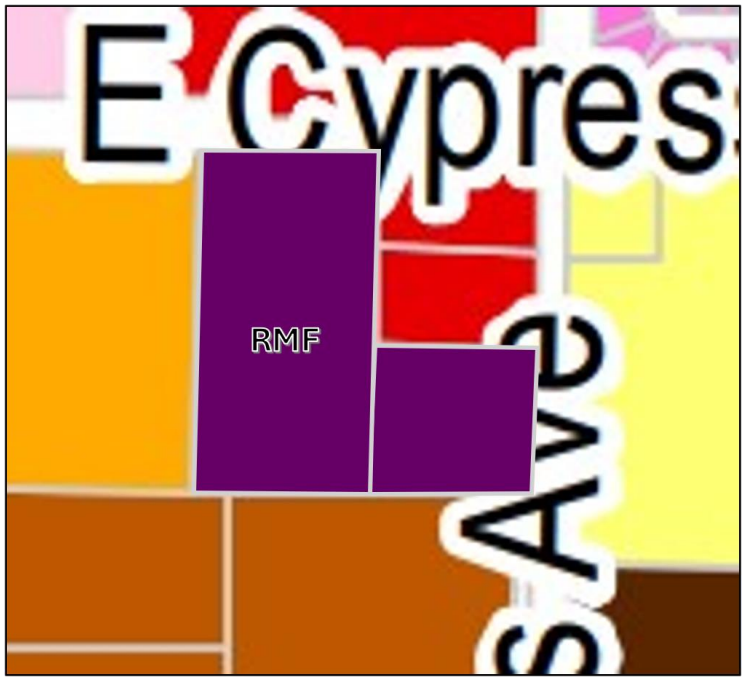
Site 1-4: Proposed Land Use: Residential Multiple Family (RMF) – APNs: 033-012-007, 033-012-008, 033-012-009, 033-012-012



Sites 5 and 14: Existing Land Use: Residential Medium (RM) – APNs: 033-180-007, 033-180-015



Site 5 and 14: Proposed Land Use: Residential Multiple Family (RMF) – APNs: 033-180-007, 033-180-015



Site 15: Existing Land Use: Residential Medium (RM) – APN: 035-282-054



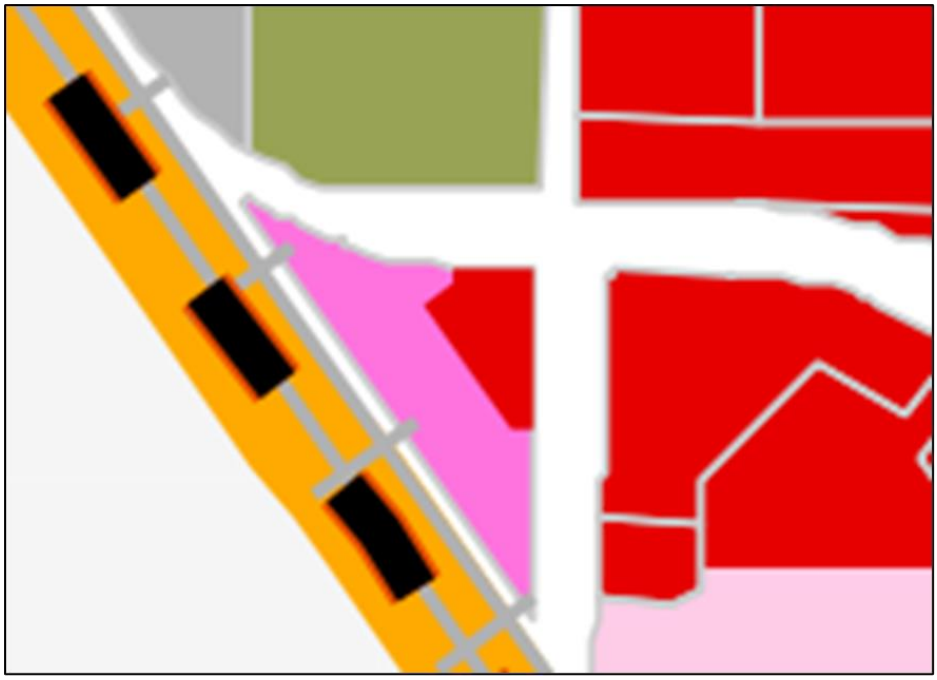
Site 15: Proposed Land Use: Residential Multiple Family (RMF) – APN: 035-282-054



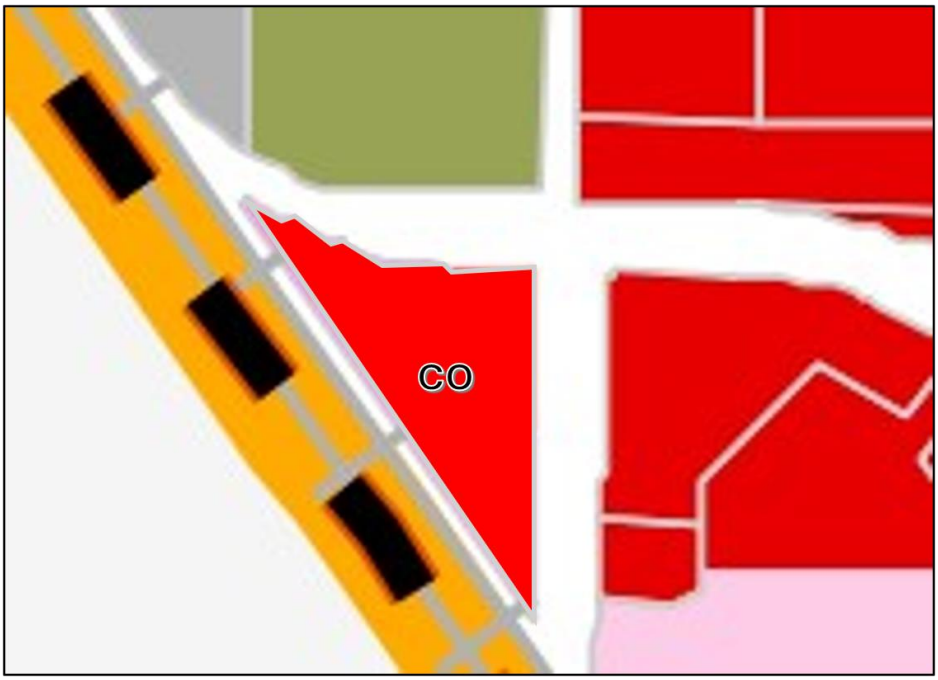
EXHIBIT B

RH to CO (GPA 2025-004)

Site 11: Existing General Plan Land Use: Residential High (RH)/Commercial (CO) – APN: 053-071-046



Site 11: Proposed General Plan Land Use: Commercial (CO) – APN: 053-071-046



ORDINANCE NO. XX-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING REZONING (RZ 2025-004), RESULTING IN COMPLETING IMPLEMENTATION OF POLICY ACTION 1.1 (REZONE ADEQUATE SITES TO MEET RHNA NEED) OF THE HOUSING ELEMENT, THROUGH THE AMENDMENT OF OAKLEY MUNICIPAL CODE SECTION 9.1.406 (MULTIPLE FAMILY RESIDENTIAL DISTRICTS), REZONING SEVEN PARCELS FROM M-9 AND M-12 DISTRICT TO M-30 DISTRICT, REZONING ONE PARCEL FROM P-1 (PLANNED UNIT DEVELOPMENT) DISTRICT TO C (GENERAL COMMERCIAL) DISTRICT, AND APPLYING THE AHO (AFFODABLE HOUSING OVERLAY) DISTRICT TO NINE PARCELS, AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

WHEREAS, this is a City-initiated application requesting approval of a General Plan Amendment (GPA 2025-004) and Rezoning (RZ 2025-004) application to implement Policy Action 1.1 of the City of Oakley Housing Element 2023-2031 (Housing Element). The proposed project consists of the following requests:

- Approval of amendments to the Oakley General Plan Land Use Element creating a new Land Use Designation (Residential Multiple Family (RMF)) essential for Rezoning of sites to meet the Regional Housing Needs Allocation (RHNA) of the Housing Element.

- Approval of amendments to the General Plan Land Use Designation on seven residentially designated parcels from Residential High (RH) and Residential Medium (RM) to Residential Multiple Family (RMF) (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054).

- Approval of an amendment to the General Plan Land Use Designation on a portion of one parcel from Residential High (RH) to Commercial (CO) (APN 053-071-046).

- Approval of a Zoning Text Amendment to amend Section 9.1.406 (Multiple Family Residential Districts) of the Oakley Municipal Code by adding text related to the proposed M-30 (Multiple Family Residential) District.

- Approval of a Rezone to seven parcels from M-9 and M-12 (Multiple Family Residential) District to M-30 District (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054).

- Approval of a Rezone to one parcel from P-1 (Planned Unit Development) District to C (General Commercial) District (APN 053-071-046).

- Approval of a Rezone to nine commercially designated and zoned parcels through application of the AHO (Affordable Housing Overlay) District over their underlying zoning districts (APNs 035-172-004, 035-173-008, 035-182-015, 035-281-007, 035-282-058, 035-282-062, 053-071-041, 053-071-042, 053-071-046).

The General Plan Amendment and Rezoning serve to further the City's compliance with its adopted Housing Element and applicable fair housing regulations ("Project"); and

WHEREAS, on September 2, 2025, the Planning Commission held a duly noticed public hearing to consider the proposed General Plan Amendment (GPA 2025-004) and Rezone (RZ 2025-004), received the staff report and staff presentation, received comments from the public and interested parties, and deliberated on the project. At the conclusion of its deliberations, the Planning Commission held a vote and adopted Planning Commission Resolution No. 11-25 recommending the City Council approve the project, as revised by the Planning Commission during its deliberations; and

WHEREAS, on or before October 3, 2025, the Notice of Public Hearing for the Project was duly noticed in the East Bay Times, a newspaper of general distribution; was posted at Oakley City Hall located at 3231 Main Street, outside the gym at Delta Vista Middle School located at 4901 Frank Hengel Way, and outside the library at Freedom High School located at 1050 Neroly Road; and was mailed out to outside agencies, to parties requesting such notice, and to all owners of property within 500 feet of the boundaries of all of the parcels subject to the requested actions; and

WHEREAS, on October 14, 2025, the City Council held a duly noticed public hearing to consider the proposed General Plan Amendment (GPA 2025-004) and Rezone (RZ 2025-004), received the staff report and staff presentation, received comments from the public and interested parties, and discussed the matter; and

WHEREAS, if any term, provision, or portion of these Findings or the application of these Findings to a particular situation is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of these Findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City; and

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

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

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

SECTION 2. Additional Findings.

A. On May 9, 2023 the City Council adopted the 6th Cycle Housing Element of the General Plan for the period of 2023-2031 in compliance with State Housing Element law.

B. On May 24, 2023 HCD certified the City of Oakley's 6th Cycle Housing Element for the period of 2023-2031 in compliance with State Housing Element law.

C. The Objective of Policy Action 1.1 of the Housing Element aims to rezone adequate sites to meet the City's lower-income RHNA need and to facilitate the development of more housing choices for lower-income households.

Adopting the proposed Rezoning would implement Policy Action 1.1 of the City of Oakley Housing Element.

D. The City Council finds the proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to SB 131 SEC. 6. Section 21080.085 does not apply to actions that implement the schedule of actions contained in an approved housing element pursuant to subdivision (c) of Section 65583 of the Government Code. That section provides that CEQA does not apply to an action that implements the schedule of actions in an approved Housing Element pursuant to Government Code §65583(c). The proposed General Plan Amendment and Rezone would implement Housing Element Policy Action 1.1 of the City's 2023 – 2031 Housing Element, and none of the statutory exclusions apply (the actions do not allow distribution centers or oil and gas infrastructure, and any natural and protected lands as defined in PRC §21067.5 are excluded from the actions). Accordingly, no further environmental review is required for the actions, and subsequent development under the affected parcels will undergo CEQA review, as applicable.

SECTION 3. Approval of a Zoning Text Amendment to create a new zoning district titled M-30 (Multiple Family Residential) District by amending Section 9.1.406 of the Oakley Municipal Code. Section 9.1.406 of the Oakley Municipal Code titled, "Multiple Family Residential Districts (M-9; M-12; M-17)" is hereby adopted in its entirety, as follows:

"9.1.406 Multiple Family Residential Districts (M-9; M-12; M-17; M-30)

a. **Purpose and Intent.** The purpose of the Multiple Family Residential District is to allow a designated area for multiple family residential district development designed to provide as much compatibility as possible with nearby single-family residential zoning.

b. **Permitted Uses.** Uses permitted in the M-9, M-12, M-17, and M-30 districts shall be as follows:

1. A detached single-family dwelling on each lot and the accessory structures normally auxiliary to it shall be permitted only in the M-9, M-12, and M-17 zones;

2. Accessory dwelling unit per Section 9.1.1102;

3. Duplex;

4. Multiple-family buildings, but not including motels or hotels;

5. Motor court and greenway cluster housing (small lot detached housing with garages accessed off a motor court or alley);

6. Home-based businesses, per Section 9.1.1120;

7. Residential care facilities serving six or fewer persons;

8. Supportive housing;

9. Transitional housing;

10. In the M-30 zone, residential developments that include at least 20 percent lower-income affordable housing shall be a use permitted by-right, as defined in Government Code Section 65583.2(i).

c. **Uses Requiring a Conditional Use Permit.** In the M-9, M-12, M-17, and M-30 districts, the following uses are permitted on the issuance of a conditional use permit:

1. Hospitals, eleemosynary and philanthropic institutions, convalescent homes, and boarding homes;

2. Assembly uses;

3. Community buildings, clubs and activities of a quasi-public, social, fraternal, or recreational character, such as golf, tennis, and swimming clubs; veterans and fraternal organizations not organized for monetary profit;

4. Day care centers;

5. Public, parochial, and private schools, including nursery schools;

6. Publicly owned buildings and structures, except as provided in Chapters 1, 2, and 9;

7. Commercial radio and television receiving and transmitting facilities but not including broadcasting studios or business offices;

8. Residential care facilities serving seven or more persons;

9. Emergency shelters consistent with Section 65008 of the Government Code.

d. Uses Requiring a Temporary Use Permit.

None.

e. Lot Requirements.

1. Area, Depth, and Width. No building or other structure permitted in the M-9, M-12, M-17, and M-30 districts shall be erected or placed on a lot containing less than the following land area:

Minimum Lot Requirements	Detached Single Family Dwelling	Duplex	Multiple Family Building
Lot Area (in square feet)	4,000	8,000	10,000
Lot Width (in feet)	N/A	N/A	N/A
Lot Depth (in feet)	N/A	N/A	N/A

2. Coverage and unit density. No building or structure permitted in the multiple family districts shall cover more than the lot area percentages listed in the following table.

	M-9	M-12	M-17	M-30
Maximum Coverage of Lot Area Allowed	40 %	40 %	40 %	50 %
Minimum Unit Density	N/A	N/A	N/A	20 per gross acre
Maximum Unit Density	9 per gross acre	12 per gross acre	16.7 per gross acre	30 per gross acre

f. Yard Requirements.

Minimum Yard Requirements (in feet)	Detached Single Family Dwelling	Duplex	Multiple Family Project Site (M-9; M-12; M-17; M-30)	Multiple Family Individual Unit
Front Yard	15	20	25	10
Rear Yard	15	20	20	10

Aggregate Width of Side Yard	10	20	20	N/A

i) Accessory uses in rear yards. An accessory building or accessory use may occupy not more than thirty percent (30%) of a required rear yard;

ii) Rear yard abutting on a side yard. In all multiple family residential districts, there shall be a rear yard of not less than five feet (5') wherever the rear yard of a lot or parcel of land abuts on a side yard; and

iii) Exception. Development pursuant to any multiple family residential district site plan approved prior to adopting this Ordinance, shall be governed by the yard requirements applicable when the site plan was approved and shall not be subject to the requirements of this subsection.

g. Building Height.

Building Height Requirements (in feet)	Multiple Family Residential (M-9; M-12; M-17; M-30)
Maximum Building Height	No building permitted in this district shall exceed thirty-six feet (36') in height, or three stories.
Special Height Requirements and Exceptions	See Section 9.1.1126

h. Other Regulations.

i) All new development shall be consistent with the City of Oakley Multifamily Objective Design Standards (pending 2025).

ii) Open area requirements. Twenty-five percent (25%) of the area described by the development plan submitted pursuant to subsection 4-A-3.7C shall not be occupied by buildings, structures, or pavement, but shall be landscaped. Twenty-five percent (25%) (open area) shall be planted and maintained with growing plants.

iii) Building relationship requirements. Each building or structure shall be located at least ten feet (10') from other buildings or structures, except that garages and covered walkways between buildings or structures may be permitted within this ten-foot (10') distance. A covered walkway shall not be more than ten feet (10') wide and no more than fifty percent (50%) of the sides of the structures shall be enclosed with any material other than that necessary for roof supports.

iv) Refuse and recycling. An area adequate in size and appropriately screened shall be permitted for refuse and recycling containers."

SECTION 4. Approval of a Rezone to seven parcels from M-9 and M-12 (Multiple Family Residential) District to M-30 District (APNs 033-012-007, 033-012-008, 033-012-009, 033-012-012, 033-180-007, 033-180-015, 035-282-054), as depicted in Exhibit "A" of this ordinance.

SECTION 5. Approval of a Rezone to one parcel from P-1 (Planned Unit Development) District to C (General Commercial) District (APN 053-071-046), as depicted in Exhibit "B" of this ordinance.

SECTION 6. Approval of a Rezone to nine commercially designated and zoned parcels through application of the AHO (Affordable Housing Overlay) District over their underlying zoning districts (APNs 035-172-004, 035-173-008, 035-182-015, 035-281-007, 035-282-058, 035-282-062, 053-071-041, 053-071-042, 053-071-046), as depicted in Exhibit "C" of this ordinance.

SECTION 7. California Environmental Quality Act (CEQA).

The proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to SB 131 SEC. 6. Section 21080.085 does not apply to actions that implement the schedule of actions contained in an approved housing element pursuant to subdivision (c) of Section 65583 of the Government Code. That section provides that CEQA does not apply to an action that implements the schedule of actions in an approved Housing Element pursuant to Government Code §65583(c). The proposed General Plan Amendment and Rezone would implement Housing Element Policy Action 1.1 of the City's 2023 – 2031 Housing Element, and none of the statutory exclusions apply (the actions do not allow distribution centers or oil and gas infrastructure, and any natural and protected lands as defined in PRC §21067.5 are excluded from the actions). Accordingly, no further environmental review is required for the actions, and subsequent development under the affected parcels will undergo CEQA review, as applicable.

SECTION 8. Effective Date and Posting.

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

PASSED AND ADOPTED by the City Council of the City of Oakley on this ____ day of 2025 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

_____
Shannon Shaw, Mayor

ATTEST:

_____
Kim Snodgrass, City Clerk

_____
Date

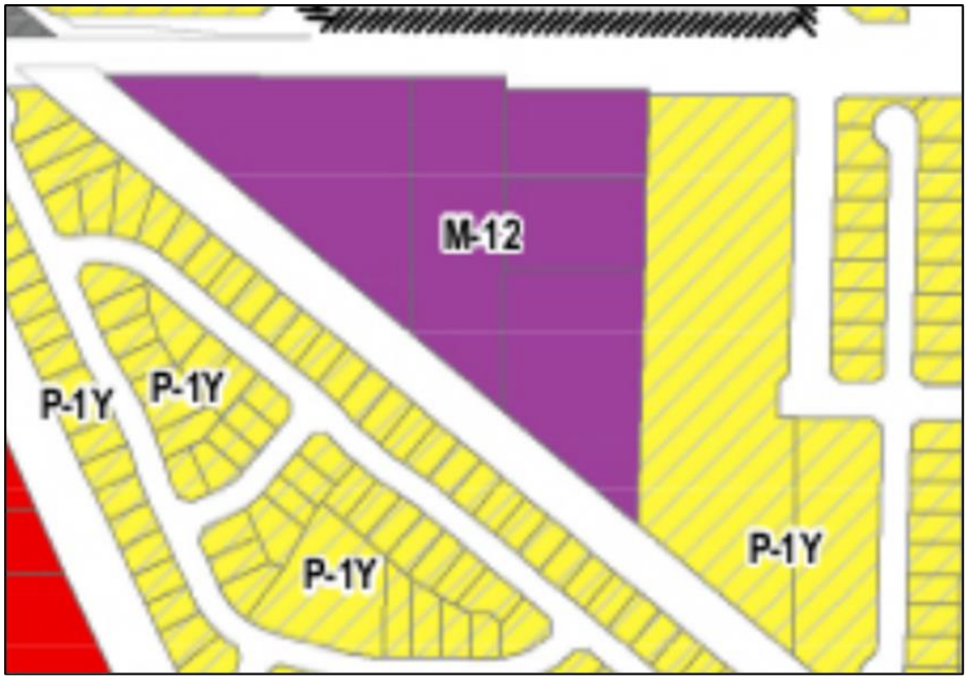
I HEREBY CERTIFY that in accordance with Government Code Section 40806, this ordinance is a true and correct copy of a city ordinance. It has been published or posted pursuant to law.

_____
Kim Snodgrass, CMC
City Clerk

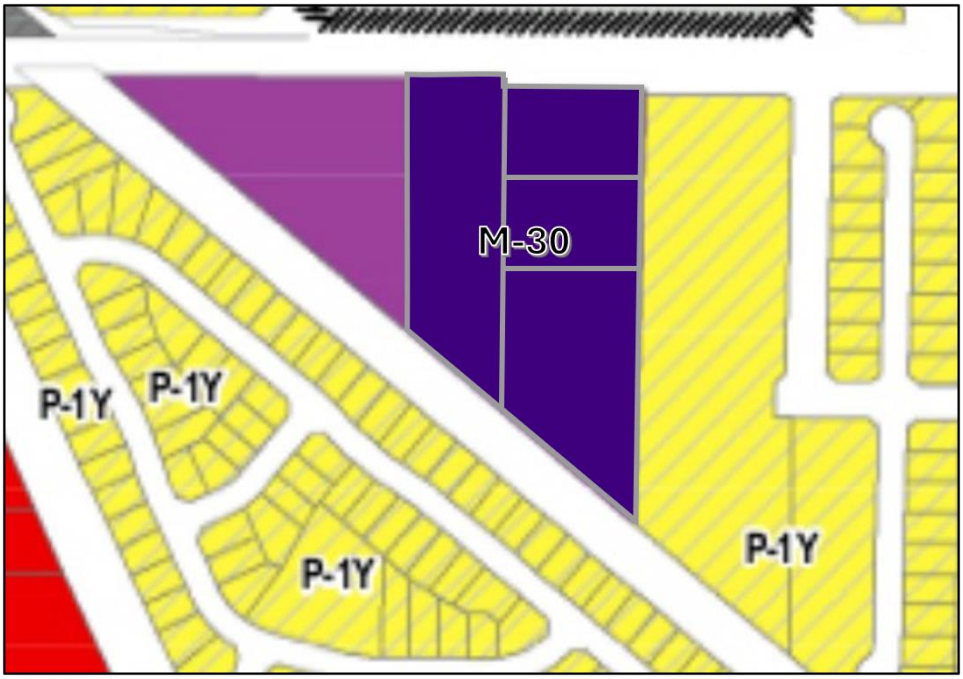
EXHIBIT A

M-9 District and M-12 District to M-30 District – (RZ 2025-004)

Sites 1-4: Existing Zoning District: M-12 – APNs: 033-012-007, 033-012-008, 033-012-009, 033-012-012



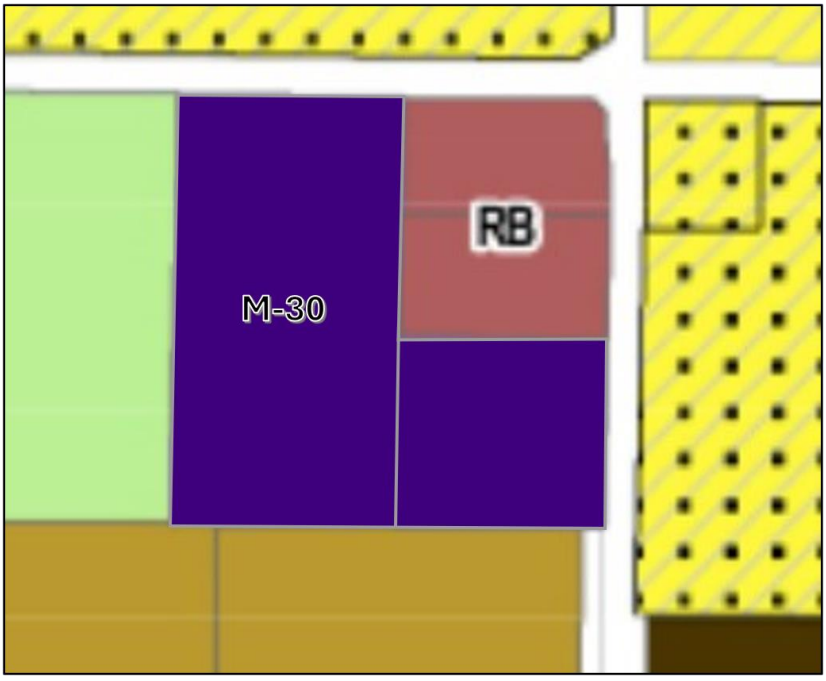
Site 1-4: Proposed Zoning District: M-30 – APNs: 033-012-007, 033-012-008, 033-012-009, 033-012-012



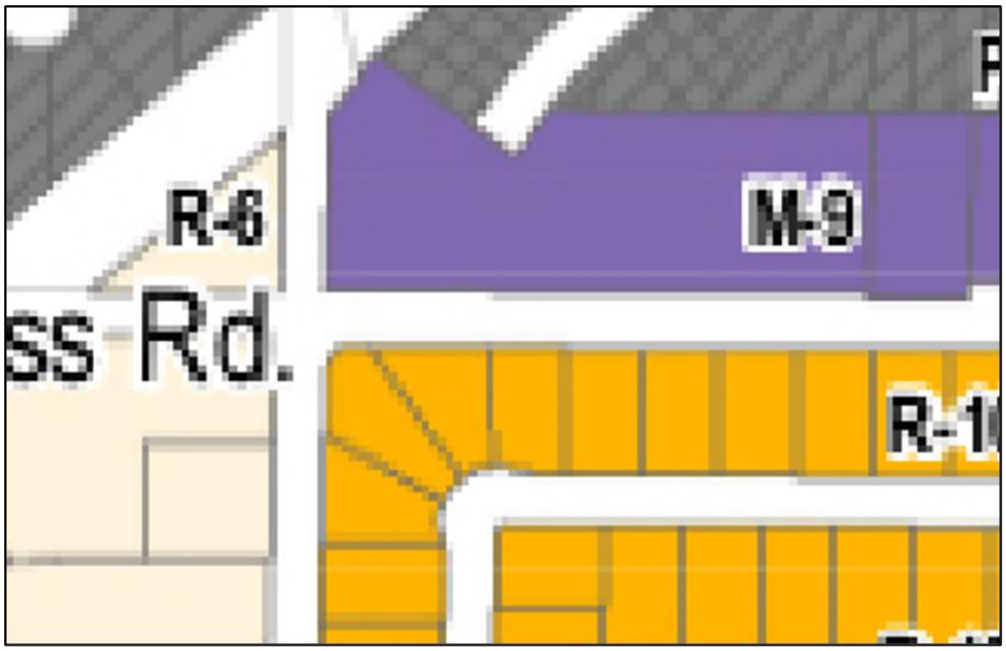
Site 5 and 14: Existing Zoning District: M-9 – APNs: 033-180-007, 033-180-015



Site 5 and 14: Proposed Zoning District: M-30 – APNs: 033-180-007, 033-180-015



Site 15: Existing Zoning District: M-9 – APN: 035-282-054



Site 15: Proposed Zoning District: M-30 – APN: 035-282-054

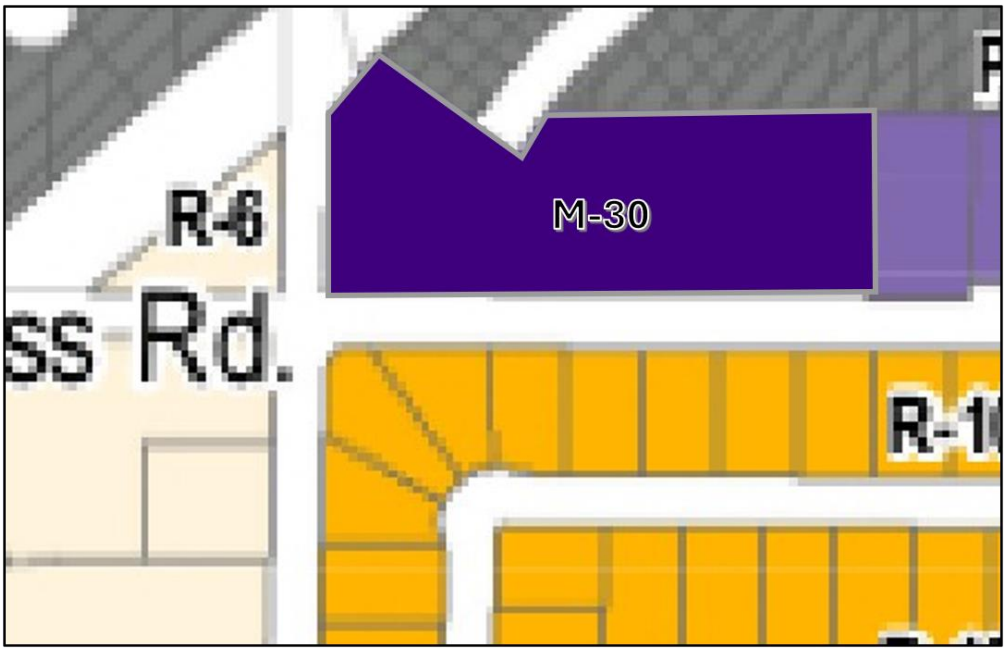
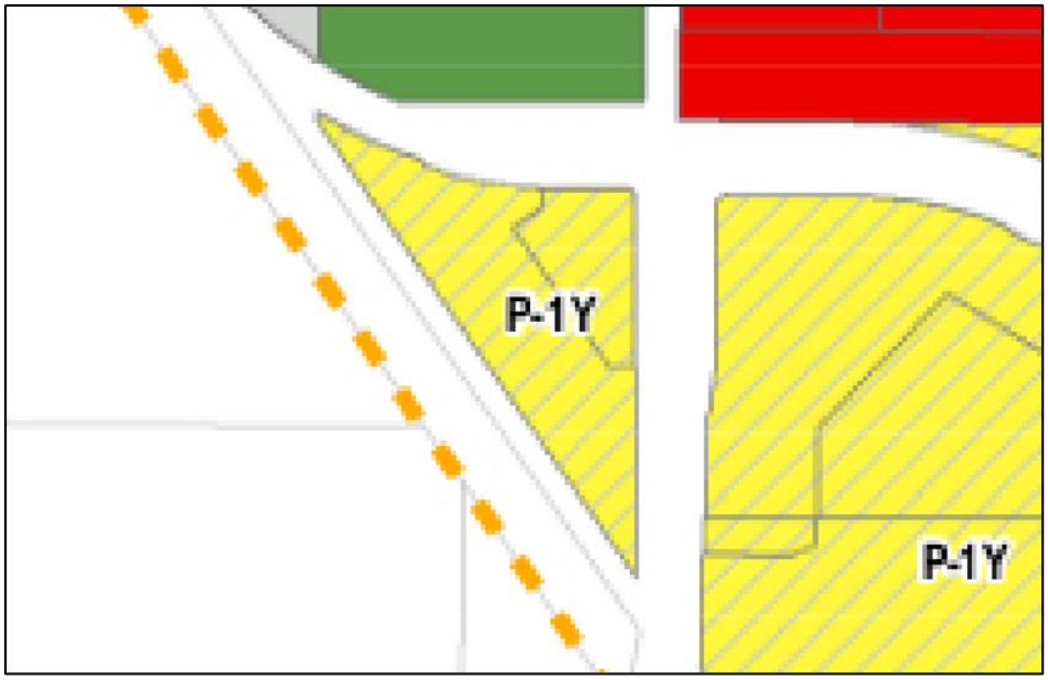


EXHIBIT B

P-1 District to C District – (RZ 2025-004)

Site 11: Existing Zoning District: Planned Unit Development (P-1) – APN: 053-071-046



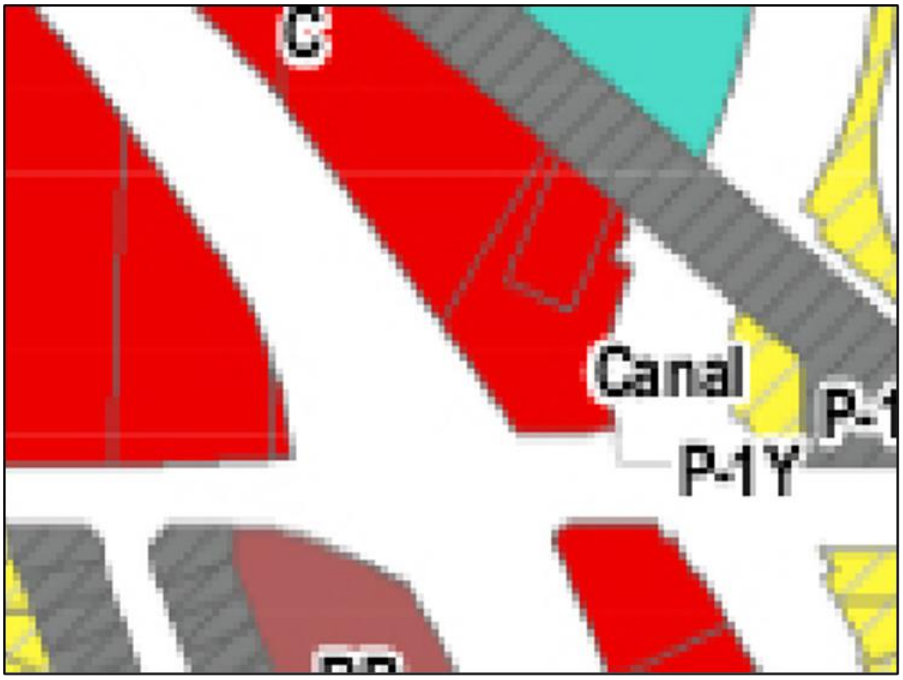
Site 11: Proposed Zoning District: General Commercial (C) – APN: 053-071-046



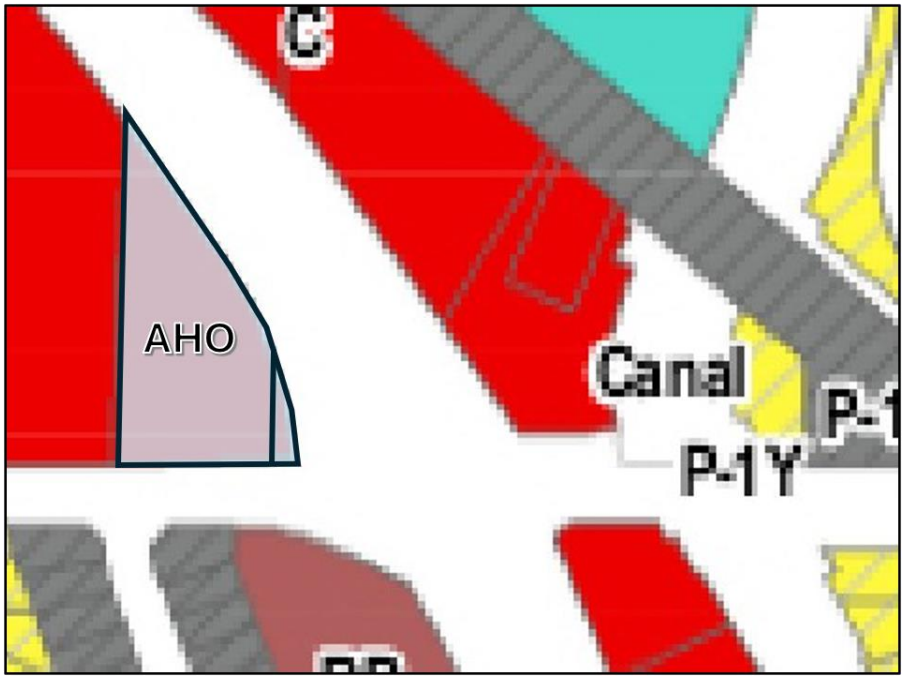
EXHIBIT C

Add AHO (Affordable Housing Overlay) District - (RZ 2025-004)

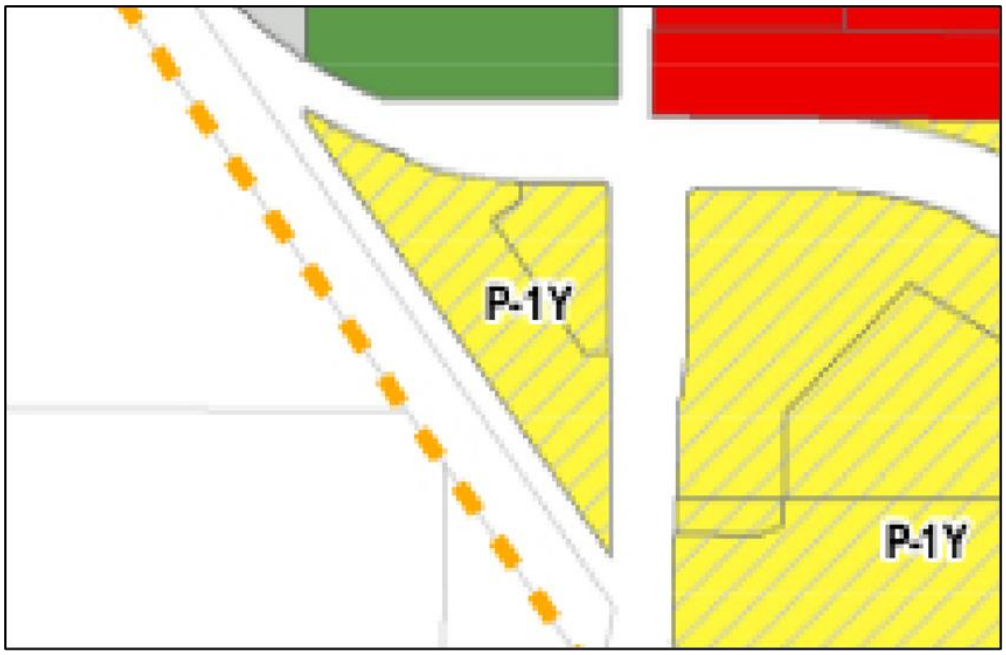
Site 6 and 7: Existing Base Zoning District – APNs: 035-282-058, 035-282-062



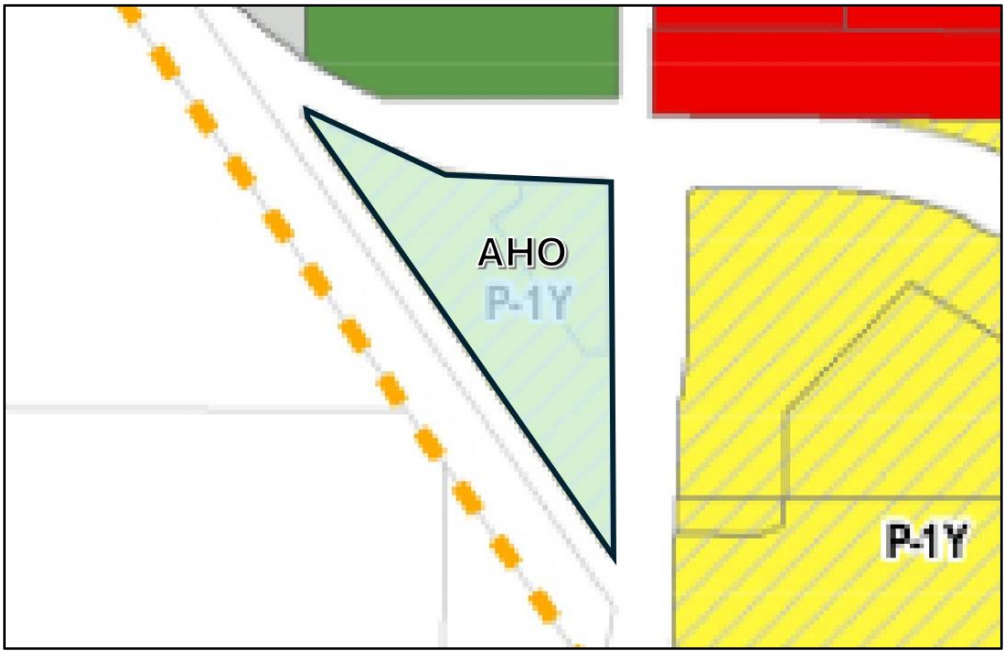
Sites 6 and 7: Proposed Affordable Housing Overlay (AHO) – APNs: 035-282-058, 035-282-062



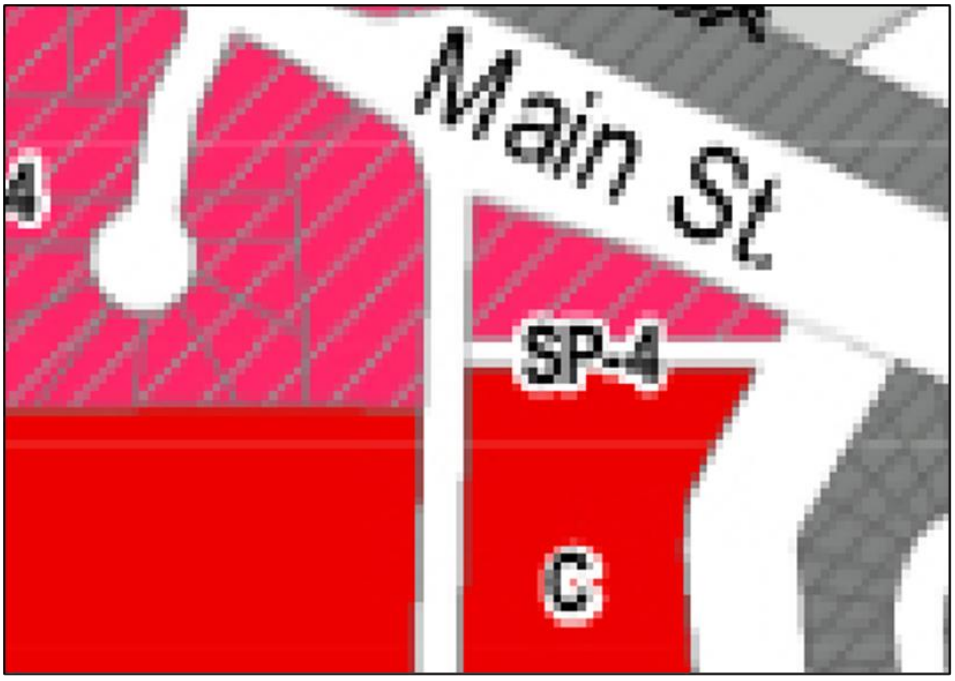
Site 11: Existing Base Zoning District – APN: 053-071-046



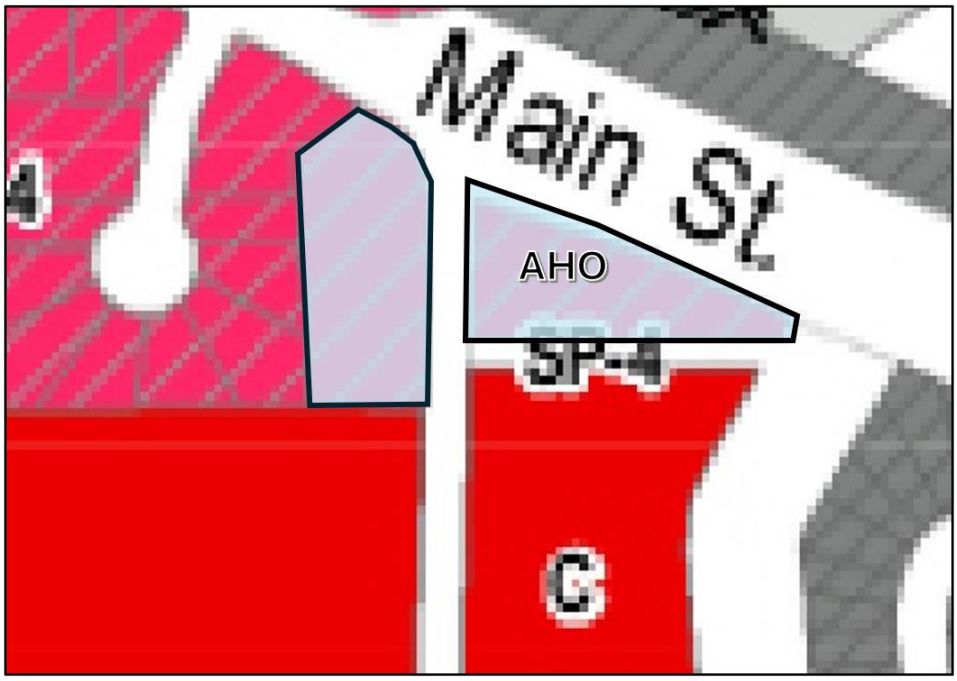
Site 11: Proposed Affordable Housing Overlay (AHO) – APN: 053-071-046



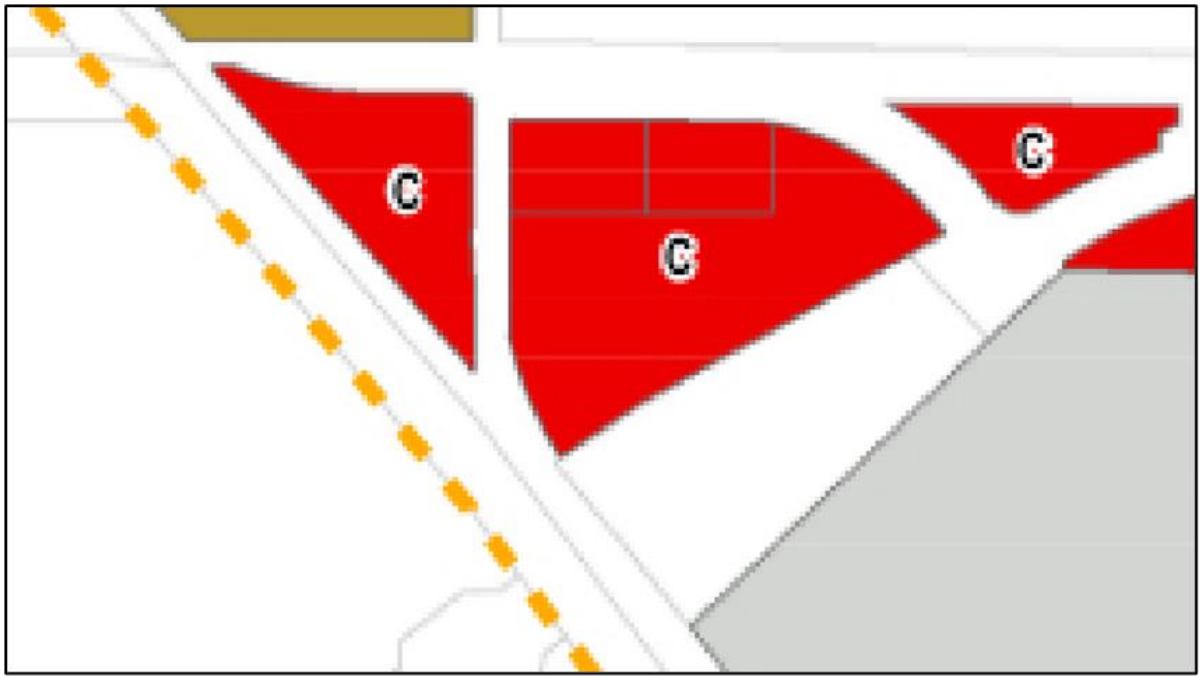
Site 12 and 13: Existing Base Zoning District – APNs: 035-182-015, 035-281-007



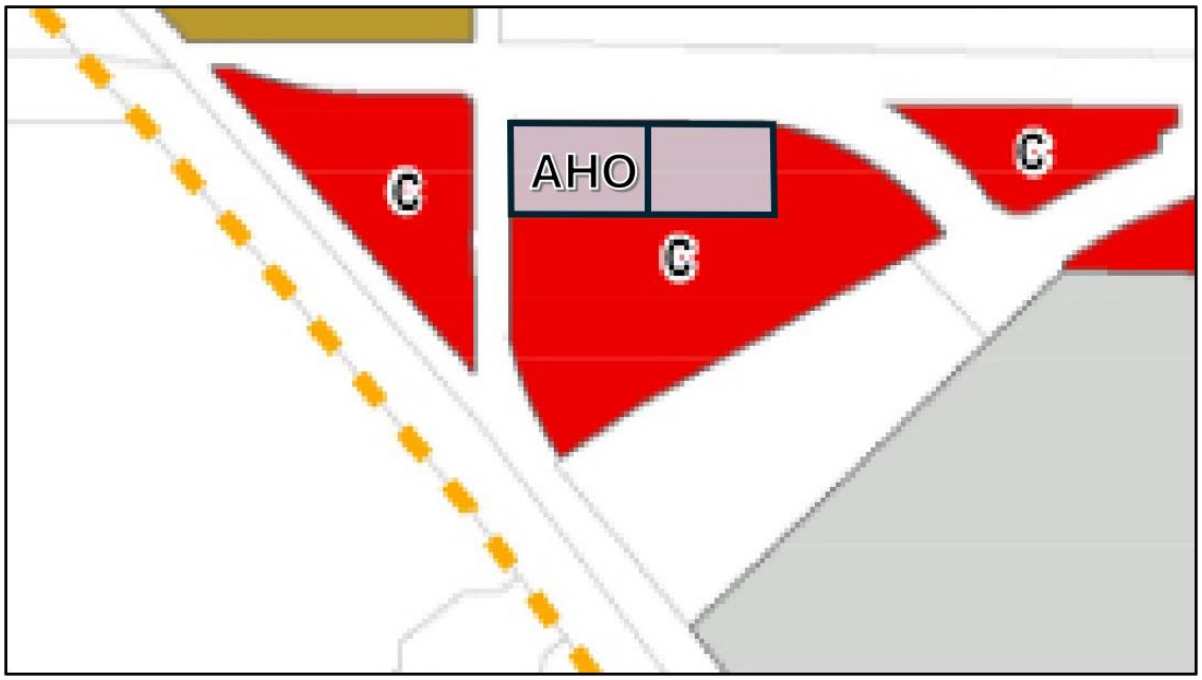
Sites 12 and 13: Proposed Affordable Housing Overlay (AHO) – APNs: 035-182-015, 035-281-007



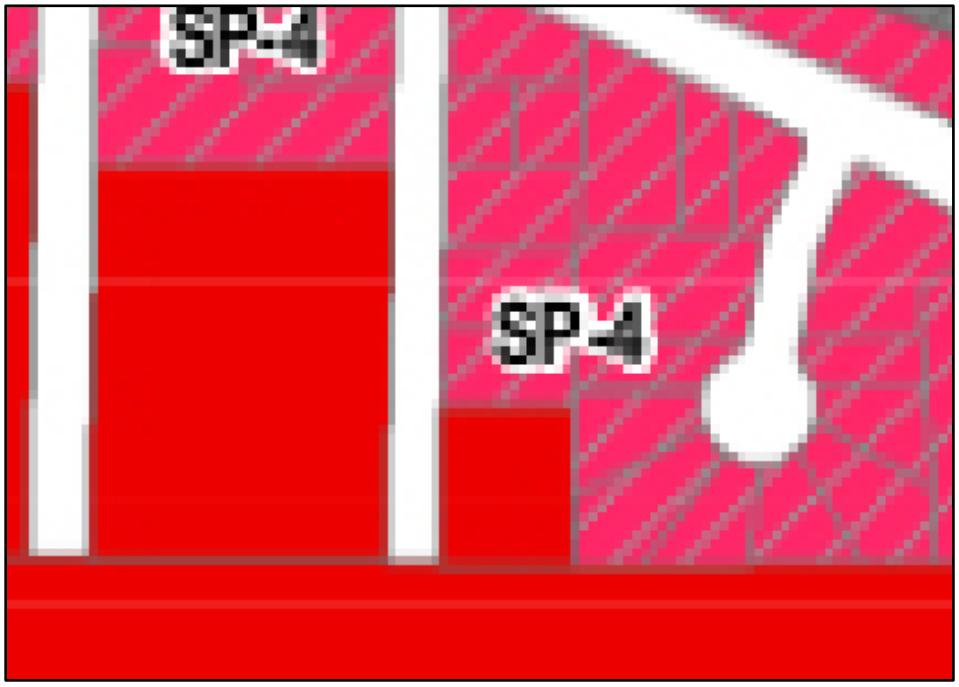
Sites 16 and 17: Existing Base Zoning District – APNs: 053-071-041, 053-071-042



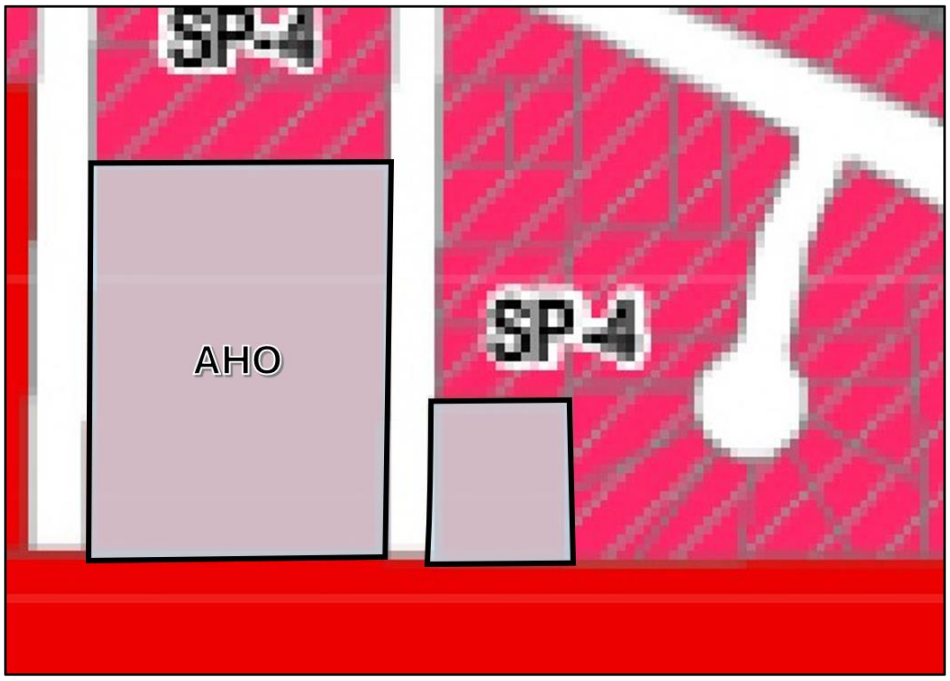
Sites 16 and 17: Proposed Affordable Housing Overlay (AHO) – APNs: 053-071-041, 053-071-042



Sites 18 and 19: Existing Base Zoning District – APNs: 035-172-004, 035-173-008



Sites 18 and 19: Proposed Affordable Housing Overlay (AHO) – APNs: 035-172-004, 035-173-008



STAFF REPORT

OAKLEY
CALIFORNIA

DATE: October 14, 2025
TO: City Council
FROM: Joshua McMurray, City Manager
SUBJECT: Strategic Plan 27+ Update

Approved and Forwarded to the City Council

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. It does this through a clear and compelling mission and vision and thoughtful, community-oriented values, goals, and objectives. 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 2022 and Staff has 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 to work on. The Council received updates in November 2022, May 2023, March 2024,October 2024, and May 2025 on the Strategic Plan. Since the May 2025 update, Staff has started one goal/objective that was previously identified as future/not yet begun, and completed one that were previously in process. While not complete, Staff has continued to make significant progress since May 2025 in the Community Health and Safety goal related to the City's Emergency Management Program and East Cypress Corridor Specific Plan Area.

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 27+ Update.

Attachments

1. Strategic Plan Dashboard
2. Strategic Plan 27+

Strategic Plan 2022-2027+ Objectives Dashboard
2025 Update

Objectives Status Color Key:	Department Key:	
Complete	ALL - All Departments	HR - Human Resources
In Progress/In Process/Ongoing	CDD - Community Development	PD - Police Department
Future/Not Yet Begun	CMO - City Manager's Office	PW - Public Works
	ED - Economic Development	REC - Recreation
	FIN - Finance	

Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
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 ED	Efforts continute to advance through strategic outreach to brokers, developers, and prospective tenants. Despite economic uncertainty, the City is experiencing growing interest from businesses, particularly in downtown and key commercial corridors. Attraction momentum also continues on Laurel and commercial projects.
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 ED	This is a continuous endeavor. With our 2023 Economic Development Work Plan, we refined our strategy to draw businesses that expand our revenue sources beyond property tax, incorporating sales and business taxes, while also generating job opportunities for our community through collaborations with local agencies and partnerships.
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 ED	This is a continuous endeavor. As part of our 2023 Economic Development Work Plan, which outlines streamlined actionable strategies, we participated in various ED events and regional meetings during the Q1 period and engaged with potential partners. We continue to attend regional events to target industries that generate job growth, including ag, tech and biotech.

Strategic Plan 2022-2027+ Objectives Dashboard
2025 Update

Objectives Status Color Key:
Complete
In Progress/In Process/Ongoing
Future/Not Yet Begun

Department Key:

ALL - All Departments	HR - Human Resources
CDD - Community Development	PD - Police Department
CMO - City Manager's Office	PW - Public Works
ED - Economic Development	REC - Recreation
FIN - Finance	

Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
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 ED	Efforts continute to advance through strategic outreach to brokers, developers, and prospective tenants. Despite economic uncertainty, the City is experiencing growing interest from businesses, particularly in downtown and key commercial corridors. Attraction momentum also continues on Laurel and commercial projects.
A5	Community and Economic Development Goal	Strategic and Thoughtful Growth	Provide affordable housing sites that meet our legislated Regional Housing Needs Allocation (RHNA).			CDD	Housing Element Rezone Work Session was held with the City Council on June 10, 2025. The first Public Hearing was held with the Planning Commission on September 2, 2025. PC's recommendations to City Council scheduled to be heard by the City Council on October 14, 2025.
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	The City Council decided at its January 23, 2024 meeting that the current Downtown Specific Plan does not need to be updated at this time.
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 PW	The City Council decided at its Januray 23, 2024 that the current Downtown Specific Plan does not neeed to be updated at this time.
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 CDD PW	The Train Paltform project design has been completed and after the bidding of the project, the construction is anticipated to start by spring 2026
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	All newly designed and constructed public streets are in accordance of the Complete Streets design concept that is adopted by all municipalities in Contra Costa County

Strategic Plan 2022-2027+ Objectives Dashboard
2025 Update

Objectives Status Color Key:
Complete
In Progress/In Process/Ongoing
Future/Not Yet Begun

Department Key:

ALL - All Departments	HR - Human Resources
CDD - Community Development	PD - Police Department
CMO - City Manager's Office	PW - Public Works
ED - Economic Development	REC - Recreation
FIN - Finance	

Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
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 ED	ARPA monies have been fully dedicated.
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 ED	The Delta Pointe Project has begun construction.
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	The Delta Pointe Project has begun construction.
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 CDD PW	Per the April 2024 City Council direction, staff will continue to evaluate the Downtown for a park site
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	The Delta Pointe Project has begun construction.
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 PW FIN CDD PD REC	In September 2025, the City Council approved a Design-Build agreement for the design and construction of a new Oakley Library and Community Center in Civic Cnter Plaza. PD/SST continues to maintain a presence in the downtown area and remain responsive to issues as they pop up. Issues such as homelessness, vandalism and general quality of life matters are mitigated as soon as we possibly can.

Strategic Plan 2022-2027+ Objectives Dashboard
2025 Update

Objectives Status Color Key:
Complete
In Progress/In Process/Ongoing
Future/Not Yet Begun

Department Key:
ALL - All Departments
CDD - Community Development
CMO - City Manager's Office
ED - Economic Development
FIN - Finance
HR - Human Resources
PD - Police Department
PW - Public Works
REC - Recreation

Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
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	The Bridgehead Industrial Project application is currently undergoing a CEQA analysis (EIR). The project application includes a rezoning of the River Oaks Crossing Specific Plan to P-1 (Planned Unit Development) District.
A17	Community and Economic Development Goal	Strategic and Thoughtful Growth	Develop a vital Shoreline Plan to attract both people and commerce to our waterfront.			CDD ED	The City partners with the County and MTC ABAG for a two-year technical assistant project targeting Northern Waterfront cities to develop an inventory of industrial land, infastructure Capacity Analysis, web-ready ED roadmap, and tool and template impemenation kit.
A18	Community and Economic Development Goal	Strategic and Thoughtful Growth	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 ED	Complete
A19	Community and Economic Development Goal	Strategic and Thoughtful Growth	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 ED	Complete
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 CDD PW	The construction of East Cypress Road projects CIP # 247, 302, and 310 are underway with completion anticipated by end of 2026
A21	Community and Economic Development Goal	Strategic and Thoughtful Growth	Reinforce Planning Commission to understand Oakley's vision and encourage public engagement:			CDD	Staff continues to facilitate monthly meetings where the Planning Commission reviews projects and receives informational updates from City staff and outside agencies.

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A22	Community and Economic Development Goal	Strategic and Thoughtful Growth	Reinforce Planning Commission to understand Oakley's vision and encourage public engagement:	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	Housing Element Rezone Work Session was held with the City Council on June 10, 2025. The first Public Hearing was held with the Planning Commission on September 2, 2025. PC's recommendations to City Council scheduled to be heard by the City Council on October 14, 2025.
A23	Community and Economic Development Goal	Strategic and Thoughtful Growth	Reinforce Planning Commission to understand Oakley's vision and encourage public engagement:	Enforce codes consistently in all districts to create consistent standard to code enforcement by using a combination of reactive and proactive code enforcement		CDD	Ongoing. New Planning Commissioners attend Planning Commissioner's Academy upon appointment.
A24	Community and Economic Development Goal	Strategic and Thoughtful Growth	Reinforce Planning Commission to understand Oakley's vision and encourage public engagement:	Enforce codes consistently in all districts to create consistent standard to code enforcement by using a combination of reactive and proactive code enforcement	Maintain code enforcement officers and provide proper training	CDD	The Code Enforcement Officer and Technicians continue to attend training each year to keep Staff's knowledge and skills up to date.
A25	Community and Economic Development Goal	Strategic and Thoughtful Growth	Reinforce Planning Commission to understand Oakley's vision and encourage public engagement:	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	Staff continues to rely on the General Plan and Zoning Ordinance to ensure uniformity, consistency and equity when making decisions.
A26	Community and Economic Development Goal	Strategic and Thoughtful Growth	Reinforce Planning Commission to understand Oakley's vision and encourage public engagement:	Require developer fees for proper infrastructure (e.g., roads and parks) to support development and growth.		CDD PW	Staff continues to assess the appropriate Impact Fees based on the Development's Use, Size and Impact. Impact Fees are paid with the Permit Fees, prior to Permit Issuance.

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A27	Community and Economic Development Goal	Strategic and Thoughtful Growth	Reinforce Planning Commission to understand Oakley's vision and encourage public engagement:	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 PW	The City uses tools such as Envision Oakley to receive public input on special projects, which is then forwarded to the City Council for consideration during work sessions.
A28	Community and Economic Development Goal	Strategic and Thoughtful Growth	Enhance Environmental Stewardship			ED CDD PW	The City evaluates opportunities for additional environmental enhancement 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 PW	Staff looks forward to the installation of recycled water by ISD and DWD so such water can be used for landscape irrigation purposes.
A30	Community and Economic Development Goal	Strategic and Thoughtful Growth	Enhance Environmental Stewardship	Explore and report on green energy opportunities.		CDD PW	The Climate Action Plan was adopted by the City Council on June 10, 2025.
A31	Community and Economic Development Goal	Strategic and Thoughtful Growth	Enhance Environmental Stewardship	Explore and report on green energy opportunities.	Solar at City facilities	PW	Solar panels were installed at City Hall in 2024 and will be installed on the roof of the new Library building when built.
A32	Community and Economic Development Goal	Strategic and Thoughtful Growth	Enhance Environmental Stewardship	Explore and report on green energy opportunities.	Expansion of City's EV Charging Program	PW	Additional EV charging stations will be installed if required by the new Library building permitting process.
A33	Community and Economic Development Goal	Strategic and Thoughtful Growth	Enhance Environmental Stewardship	Remove the allowance for non-drought tolerant landscaping.		CDD	Complete

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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	Staff continues to perform comprehensive plan reviews for all Residential and Commercial Projects, which includes reviews for compliance with the currently adopted 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 PW	The Climate Action Plan was adopted by the City Council on June 10, 2025.
A36	Community and Economic Development Goal	Strategic and Thoughtful Growth	Complete a comprehensive update of the City's Zoning Code.			CDD	Due to addressing other time sensitive advanced Planning projects, this project will likely reach into 2026.
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	Due to addressing other time sensitive advanced Planning projects, this project will likely reach into 2026.
A38	Community and Economic Development Goal	Business-Friendly	Research other "like cities" to develop a Strategic Business Outreach Plan.			ED	Complete
A39	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	Complete
A40	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	Complete

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A41	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	Complete
A42	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	The Facade Improvement Program continues to support applicants with architectural consultations and permit assistance. Continue to share funding opportunities with existing businesses especially those oeffered through private and state organizations.
A43	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 REC	The 2025 Coupon Book was published and the submission for the 2026 Coupon Book is currently open. We are actively engaging with small businesses through our Recreation social media platforms, promoting our programs and local events through all our social media platforms, and advertising financial assistance opportunities in partnership with the Chamber of Commerce.
A44	Community and Economic Development Goal	Business-Friendly	Continue to streamline business license fee/permits			FIN PW CDD	Staff is currently in training for the new Enterprise License and Permitting software being implemented
A45	Community and Economic Development Goal	Business-Friendly	Beautify Oakley’s streetscapes, parks, and business facades to attract and retain businesses and their customers			PW	Every project that is completed enhances the beauty of Oakley infrastructure.
A46	Community and Economic Development Goal	Local Employment	Capitalize on Logistics Center and strategize with developers and surrounding property owners to create job opportunities.			CDD ED	This project is still underway. The applicant has chosen to add a Development Agreement. Updated timeline moves the release of the DEIR to 2025 Q4.

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A47	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 ED	Ongoing. Also, the state may be working toward a VMT mitigation bank for sometimes in 2026. This would be useful for residential projects int eh City that might otherwise find mitigated for VMT unfeasible.
B1	Community Health and Safety	Safe Streets	Create an Emergency Disaster & Response Plan including resiliency resources.			CMO	The City Council approved the 2024 Hazard Mitigation Plan – City of Oakley Annex in February 2025, and with the recommendation of the Planning Commission, approved a General Plan Amendment amending the Community Health and Safety Element to adopt by reference and add summary text in relation to the 2024 Hazard Mitigation Plan – City of Oakley Annex in compliance with AB 2140. The Oakley Disaster Council reviewed the Emerency Operations Plan and additional volumes that will form a Comprehsensive Emergency Management Plan and recommended adoption by the City Council scheduled in October 2025.
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.		CMO	Ongoing; the IT Manager created a Cybsecurity Incident Resonse Plan

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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.		CMO	Staff assigned to the Emergency Operations Center (EOC) attended an EOC Fundamentals training taught by the County Office of Emergenc Services (OES). The CIty is hosting the County OES Care & Shelter Exercise & Simulation in October, which Recreation and Maintenance staff are registered to attend. The City Council proclaimed September 2025 National Preparedness Month at the September 9, 2025 meeting and the Assistant City Manager spoke about the importance of public involvement in community preparedness, information on the City's website in English and Spanish, and invited the public to follow the City's preparedness campaign on Facebook and Instagram. The campaign included signing up for classes such as those through the American Red Cross.The Assistant City Manager and Police Chief made a presentation to Studio 55 for community preparedness month in September.
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	The traffic signals have battery backup system to keep them operational during periods of power outages.

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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		CMO	Staff assigned to the Emergency Operations Center (EOC) attended an EOC Fundamentals and Introduction to the EOC trainings and have been assigned appropriate online Standardized Emergency Management System and National Incident Management System trainings. The majority of City staff attended a Disaster Service Workers training. The City is hostimg the County Office of Emergenc Services (OES) Care & Shelter exercise and simulation in October, which Recreation and Maintenance staff are registered to attend. The City contracted with a consultant for EOC section-specific training and EOC Tabletop Exercises through February 2026 and Section Chiefs are registered for a County-City Tabletop Exercise through County OES in January 2026. The City's legislative advocacy and grants consultant is actively looking for emergency preparedness funding.

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B6	Community Health and Safety	Safe Streets	Create an Emergency Disaster & Response Plan including resiliency resources.	Modernize the Oakley Emergency Operations Center (EOC).		CMO	The EOC has been equipped with the necesssary supplies and "Go Boxes" to activate the EOC. The FY 25/26 Adopted Budget includes funding to upgrade the AV system in the City Council Chambers, which also functions as the City's primary EOC. IT will include EOC AV needs when drafting the RFP for the AV system upgrade project. The City's City's legislative advocacy and grants consultant is actively looking for funding to modernize the Emergency Operations Center.
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 PW CMO	PD continues to keep a close eye on this issue. The Chief and Special Operations sergeant is involved with the communication chain regarding the development of widening E. Cypress Road and communicates key information to officers.
B8	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.	East Cypress Corridor Specific Plan Area		PW	The construction of new East Cypress Road will provide a functional access for the public during emergences along the cypress corridor.
B9	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.	Main Street – improve areas to their full right-of-way		PW	Complete

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B10	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.	Complete Laurel Road, including widening to its full width, and the extension and over-crossing over the railroad track to Sellers Avenue		PW	CIP 280 - Laurel Road Widening Project (Cloverbrook Avenue to O'Hara Avenue) will be complete mid-October.
B11	Community Health and Safety	Safe Streets	Explore improving lighting for safety			PW	The City makes improvements where we can based on projects and community need.
B12	Community Health and Safety	Safe Streets	Align police resources with City's growth.			PD	PD is still authorized for 42 sworn members. PD currently has 38 healthy sworn officers working, 1 officer on a long term injury, and 1 officer in backgrounds.
B13	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 HR	PD is still authorized for 42 sworn members. PD currently has 38 healthy sworn officers working, 1 officer on a long term injury, and 1 officer in backgrounds. A recruitment is being advertised currently.
B14	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 HR	Complete
B15	Community Health and Safety	Safe Streets	Align police resources with City's growth.	Improve and invest in technology.		PD	A new Report Writing Manual now resides on a drive that is accessible to all officers. The intent of this manual, and its easy accessibility, is to standardize the quality of our reports.
B16	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	Complete

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B17	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	PD will not be pursuing further red light camera endeavors- this component is complete.
B18	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	PD continues to maintain service contracts with FLOCK and Vigilant for ALPR services and we have taken measures to have more live video feeds transmitted into the PD work spaces.
B19	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	PD continues to engage in neighborhood watch consultations, maintain a robust National Night Out program, and enjoys a healthy social media presence/interaction with the community.
B20	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	PD continues to share resources with neighboring agencies, primarily in the form of traffic (COCOMO), drone operators and 3D scanner technology. PD is currently in an MOU with Antioch PD to provide intermittent specialized proactive patrols via our SST, although this MOU is rarely exercised at this time.
B21	Community Health and Safety	Safe Streets	Align police resources with City's growth.	Expand the Citizen Emergency Response Training (CERT) program.		PD	Re-starting a CERT program still remaina a goal.
B22	Community Health and Safety	Safe Streets	Align police resources with City's growth.	Dedicate traffic enforcement team to improve traffic safety		PD	The PD Traffic Unit remains fully staffed with 3 officers and 1 sergeant. A new LIDAR unit was obtained to enhance traffic enforcement.

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B23	Community Health and Safety	Safe Streets	Prioritize road improvements and provide robust enforcement to manage traffic, given accidents are the #1 safety challenge.			PD	Traffic enforcement remains a priority and reported traffic collisions are down 20% in the first half of 2025 compared to where they were in the first half of 2024.
B24	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 PW	Ongoing
B25	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 PW	Ongoing
B26	Community Health and Safety	Safe Streets	Promote Safe Pedestrian and Bike Routes.			PD	Ongoing
B27	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	Ongoing
B28	Community Health and Safety	Safe Streets	Promote Safe Pedestrian and Bike Routes.	Improve trail connectivity to provide pedestrians and cyclists safe passage.		PW	This is an ongoing effort as new projects get implemented.
B29	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 ED	Complete
B30	Community Health and Safety	Safe and Healthy Neighborhoods	Promote community service opportunities to build the community and beautify Oakley			ALL	The City held its first annual Day of Service on April 12, 2025. The PIO advertised the September 2025 East Bay Regional Park District Coastal Cleanup in the Oakley Outreach newsletter.

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B31	Community Health and Safety	Safe and Healthy Neighborhoods	Implement Phase 2 of the Recreation Center			FIN PW REC	Staff will work with our grant writers to seek grant funding opportunities for this project.
B32	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 REC PD CMO	Ongoing effort by PD as it relates to homeless issues.
B33	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 CMO	Ongoing social media posts; Contra Costa Crisis Center, which runs the County's 211 services, made a presentation in June 2025 to make a 4th quarter presentation at a City Council meeting on services.
B34	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	The City has had high level discusions about this topic at the quareterly Delta 6 meetings. In additon, the City does work with the County CORE Team when needed. The City also particpates in the A3 Crisis Response program.
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 CDD REC	The City maintains 38 (and growing) public parks at the highest standards.
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 CDD REC	The site of the prospective park is owned by private owners and any changes will be contingent upon their development plans.

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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 CMO FIN	The Master Planning of the Oakley Regional Park is complete and staff is pursuing grant opportunities to implement the Master Plan.
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.	Envision Oakley as the front door of the Delta and one of California's natural wonders.	ALL	Economic Development marketing efforts are ongoing and staff and the City's grant consultants continue to look for grant funds to develop the 55-acre park.
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.	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	The Master Planning of the Oakley Regional Park is complete and staff is pursuing grant opportunities to implement the Master Plan.
C6	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	Ongoing
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.			PW	Ongoing
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.	Celebrate and promote our local history through educational and enrichment opportunities and consider work with historical society		REC ED	Ongoing

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Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
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.	Complete Phase 2 of Oakley's Recreation Center to encourage indoor sports, Camp Room, and Teen Room for classes		FIN PW REC	Dependent on funding being secured
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.	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 PW CDD	Staff continues to look for new ways to engage the community through special events.
C11	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	Staff continues to look for events that makes Oakley unique and regularly promotes them on social media, the message boards and in the Recreation Guide and Outreach newsletter
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
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	The City held its first annual Day of Service on April 12, 2025. The City also shares Friends of Marsh Creek cleanup events in the e-newsletter, continues to invite community non-profits to all City events and hosts preschool and elementary school visits to the PD and Council Chambers.
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	Registration for the second annual Oakley Leadership Academy since the Covid pandemic is full and preparation for the first two sessions is complete.

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D4	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.	Promote City Council/Community meetings through social media to inform about agendas where public can participate in person.	CMO	The PIO posts all City Council and Planning Commission agendas on the City's social media and in the weekly electronic newsletter, and includes City and community meetings and events notices in the Oakley Outreach newsletter and the City's electronic message board(s).
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 CMO	Recreation staff and the PIO regularly post events, classes, and public information on all of the City's social media platform, YouTube channel, and website, and utilize Constant Contact campaigns and the Oakley Outreach e-news.
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	Ongoing; the PIO includes a City Council debrief in each Oakley Outreach e-newsletter, and promotes business workshops and community events on the City's website and social media.

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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 ALL	Ongoing; the City published its second annual report in January 2025 and second Budget in Brief in the newly merged Recreation Guide/Oak Leaf newsletter in Summer 2025.
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 CMO	Complete
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 FIN CMO 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	Registration for the second annual Oakley Leadership Academy since the Covid pandemic is full and preparation for the first two sessions is complete.
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	Efforts to stay in touch and communicate with the Agencies and Districts we do business with are ongoing. The PIO continues to send out a weekly email request that includes the school, water, and sanitary districts for community information to include in the Oakley Outreach e-newsletters.

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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	The City Manager has regular meetings with the General Manager of the Diablo water District. The PIO continues to send out a weekly email request that includes the District and includes their events and programs in the Oakley Outreach e-newsletter and on the Civic Center Plaza message board and shares social media posts.
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	Efforts to stay in touch and communicate with the Agencies and Districts we do business with are ongoing. The PIO continues to send out a weekly email request that includes the school, water, and sanitary districts for community information to include in the Oakley Outreach e-newsletters.
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	The City Manager has regular meetings with the ISD General Manager. The PIO continues to send out a weekly email request that includes the District and includes their events and programs in the Oakley Outreach e-newsletter and on the Civic Center Plaza message board and shares social media posts.

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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	Staff continues to stay engaged with ISD to review projects and to encourage the district to install recycled water infrastructure.
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	The PIO continues to send out a weekly email request that includes MDRR and includes their events and programs in the Oakley Outreach e-newsletter and shares social media posts.
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	The PIO includes ConFire's PIO in the weekly requests for information for the Oakley Outreach e-newsletter. The City Clerk continues to coordinate City Council updates -- a ConFire update was provided to the City Council on September 23, 2025. The Oakley PD canine officer appeared in a ConFire "fireworks are illegal" social media campaign in Summer 2025.

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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	Ongoing; the Assistant City Manager and new Freedom High School Assistant Principle have ongoing communication about emergency preparedness training opportunities.The City Manager meets when necessary with the superintendents of the LUHSD and the OUESD.
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	Complete
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	Complete
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	The CM meets quarterly with the other 3 Delta-centered cities and the County and maintains dialog with Oakley's Assemblymember and Congressman.

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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	The Assistant City Manager attends monthly Multi-Agency Coordination (MAC) Meetings facilitated by the County Office of Emergency Services for all cities, special districts, and other agencies within the County as well as the quarterly City Emergency Management meetings. The Police Chief attends the MAC meetings, when appropriate. There are two OPD school resource officers.
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	The PIO includes monthly updates from the EBRPD and activities at Big Break Regional Shoreline on social media and in the Oakley Outreach e-news.
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	The City Council gets regular updates from executives who represent the various special districts and agencies with which we work and partner.

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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	The City regularly advertises the Oakley Senior Citizens and Friends of the Oakley Library events in the Outreach newsletter and on the Civic Center Message Board. The City Manager and Assistant City Manager also recently met with a local non-profit seeking relocation assistance within Oakley. Non-profits are allowed to have tables in the City Council Chambers at City events, such as the recent Heart of Oakley Festival.
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	Staff provides updates at Rotary meetings, invites Veterans to speak at the Veterans Day event, and promotes Friends of hthe Oakley Library events in the Outreach newsltter and on the Civic Center Message Board. The PIO posts Lions Club events on the Civic Center Message Board and the Friends of the Oakley Library holds their books sales in the City Council Chambers.
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	Ongoing

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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	Task not started yet
E1	Finance and Fiscal Responsibility	N/A	Communicate on financial updates including financial health, priorities, and unexpected expenditures.			FIN	Ongoing; the second Budget in Brief was included in the Fall Recreation Guide distributed this summer
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 PW	This objective is addressed through the City's annual budget process. The budget specifies which revenues are derived from taxes and which are assessments or other charges. By presenting this information each fiscal year, the City provides transparency and helps educate the public regarding the various types of assessments. In addition, the annual Community Facilities District (CFD) and Landscaping and Lighting Assessment District (LLADS) report prepared by Francisco & Associates, is presented to the Council each year by the engineering team. Francisco & Associates is also helping with an analysis that will guide the City Council duing the FY 26/27 budget development process.

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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	Budget education is ongoing. The FY 2025/26 budget was entered in the new financial software and transactions are being conducted in it.
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	Complete
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	The Public Works Team collaborates with neighboring cities on project biddings and construction work.
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).			FIN	ARPA funding has been fully allocated and will be spent in advance of the December 2026 deadline.
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 CMO	Complete
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	The City went live on the new EERP software as of July of 2024 for Financials and went live in January of 2025 for HR/Payroll. Staff is on-track to Go-Live with Enterprise Permitting & Licensing in February 2026. The new functionality of the software will help us to improve transparency and public access.

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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	East Cypress Road corridor infrastructure improvement projects are currently underway and with ECCRFA funding secured by Staff for Phase 3, the project is anticipated to be completed by 2026 in response to the emergency access and health and safety of the public in far East Oakley.
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	Ongoing
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	Complete
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 ED	Safeway and other pads within the shopping center are under construction and users have been identified. Construction has also started on the gas station and convenience Store on the Emerson commercial site.
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	Ongoing
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 ALL	The City utilizes a contract grant writer and lobbyist.

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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 CMO	The City is still exploring options.
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	Complete
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	Complete
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	Complete
E19	Finance and Fiscal Responsibility	N/A	Modernize Oakley to accommodate growth and improve efficiency by funding technology to improve:			FIN ALL	See responses to subobjectives below.
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	The Community Development Department is in the process of building and testing new software that is on the same framework as other Citywide software updates recently implemented. Online application and renewal of Business Licenses is included in the new software. The Go-Live target date for the new software is currently February 2026.

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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	Staff continues to learn the new EERP software and continues to provide updates as they are available.
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 PW	Ongoing
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 ALL	Staff continues to learn the new EERP software and continues to provide updates as they are available.
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 FIN	Asset Management will be part of the software conversion. This is not scheduled until the end of FY 2025 and beginning of FY 2026
E25	Finance and Fiscal Responsibility	N/A	Develop a Financial Strategy and Reporting Policy			FIN	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	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	The City of Oakley received the GFOA ACFR award in FY 2023/2024 and will apply for the 2024/2025 fiscal year in December 2025.

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Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
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	FIN	The City of Oakley received for the CSMFO Budget Award for FY 2024/2025 Budget. and will apply again for the FY 2025/26 Budget.
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	Staff will continue to review these annually and suggest changes when they are needed.
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	Staff continues to refine the performance measures in the annual budget.
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	Staff continues to look to the future with every financial obligation that is considered. The 10 year plan is reviewed anytime an ongoing cost is recommended to ensure our future remains fiscally sound. The 10 year plan is presented each year to the City Council with the annual budget.
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	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	The policy is in development.
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	Complete

Strategic Plan 2022-2027+ Objectives Dashboard
2025 Update

Objectives Status Color Key:
Complete
In Progress/In Process/Ongoing
Future/Not Yet Begun

Department Key:

ALL - All Departments	HR - Human Resources
CDD - Community Development	PD - Police Department
CMO - City Manager's Office	PW - Public Works
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Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
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	Complete
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	Complete
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	Ongoing
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	Complete
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	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	PD has 40 sworn officers out of an allotment of 42 total sworn positions, 1 of whom is out on a long-term injury, and one in backgrounds. A recruitment is currently underway.

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Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
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	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	Ongoing
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	Staff continues to seek out wellness events for the team and encourages participation. The HR team along with our Activities Committee continues to look for ways to team build and provide appreciation events to show staff they are valued and important to the success of the City.
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	This is an ongoing effort to continually look for ways to keep staff morale high. The City Manager's Office surveyed staff in March 2025 and implemented the Deputy (CM) for a Day program in September as a result (with one participant). The City Manager will lead the second Staff Forum of the year in October 2025 and seeks feedback at the Forums.
F9	Sustainable Organization	N/A	Identify and invest in resources to execute the City's responsibilities.			ALL	Ongoing
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 PW PD	Ongoing

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Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
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		CMO	Ongoing; the IT Manager implemented a secure swipe-to-print system and print-tracking system at City Hall to increase staff productivity, enhance security for confidential information and provide costs for better resource tracking and budgeting. IT has also updated Windows on computers with outdated versions and is awaiting delivery of laptops for training and the Emergency Operations Center. The City is awaiting an installation date for the new Council Chambers livestreaming meeting encoder.
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	Succession Planning and training is ongoing process.
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	The City utilizes a contract grant writer and lobbyist.
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 REC	Staff continues to look for ways to grow our recreational offerings to the community. The new Studio 55 aging services kicked off on May 1, 2025 and is up to 430 members.
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	Ongoing

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Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
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	PD is actively recruiting and seeking qualified candidates.
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	Ongoing. Staffing levels always varry but the City is running at a 2% vacancy rate.
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 ALL	The City Manager's Office offered a Deputy (City Manager) for a Day program in September 2025 with one participant. The Administrative Assistant in the City Clerk's Office began training for clerking City Council and Planning Commission meetings in August 2025. The City Clerk began training to back up the Assistant City Manager as the PIO in September 2025.
F19	Sustainable Organization	N/A	Reinforce a safe and healthy work environment to protect our employees and minimize compensation claims.			HR PD	Staff is always looking for ways to promote employee wellness. HR works hard to have a monthly event that employees can participate in.
F20	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	Ongoing; the City's Leadership Team served ice cream sundaes with the Mayor, served lunch at Hot August Nights, and served brunch at Studio 55 throughout Summer 2025.

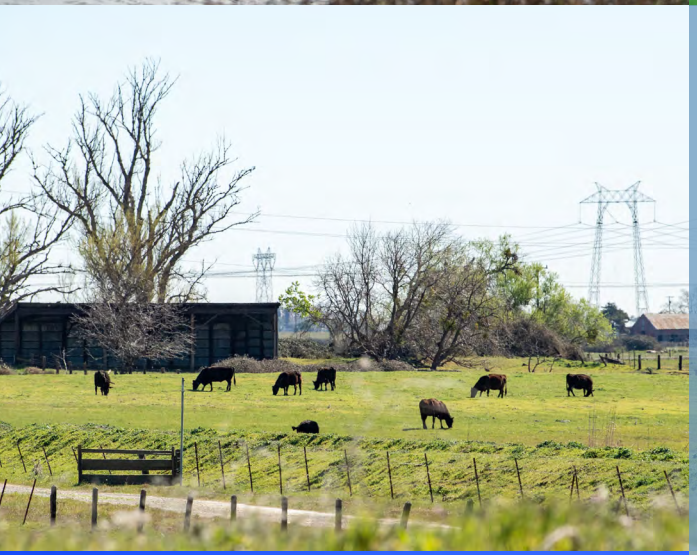
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Com-plete	Goal	Subgoal	Objective	Sub Objective	Sub Sub Objectives	Assigned Dept(s)	FY 25-26 (Through 1st Quarter)
F21	Sustainable Organization	N/A	Establish trust in City Hall.	In order to recruit and retain staff, Oakley must improve its public-private partnership and live its established values to attract residents, businesses, and employees alike.		ALL	Ongoing
F22	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	Ongoing
F23	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	Ongoing
F24	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	Ongoing



LIVE



WORK



PLAY

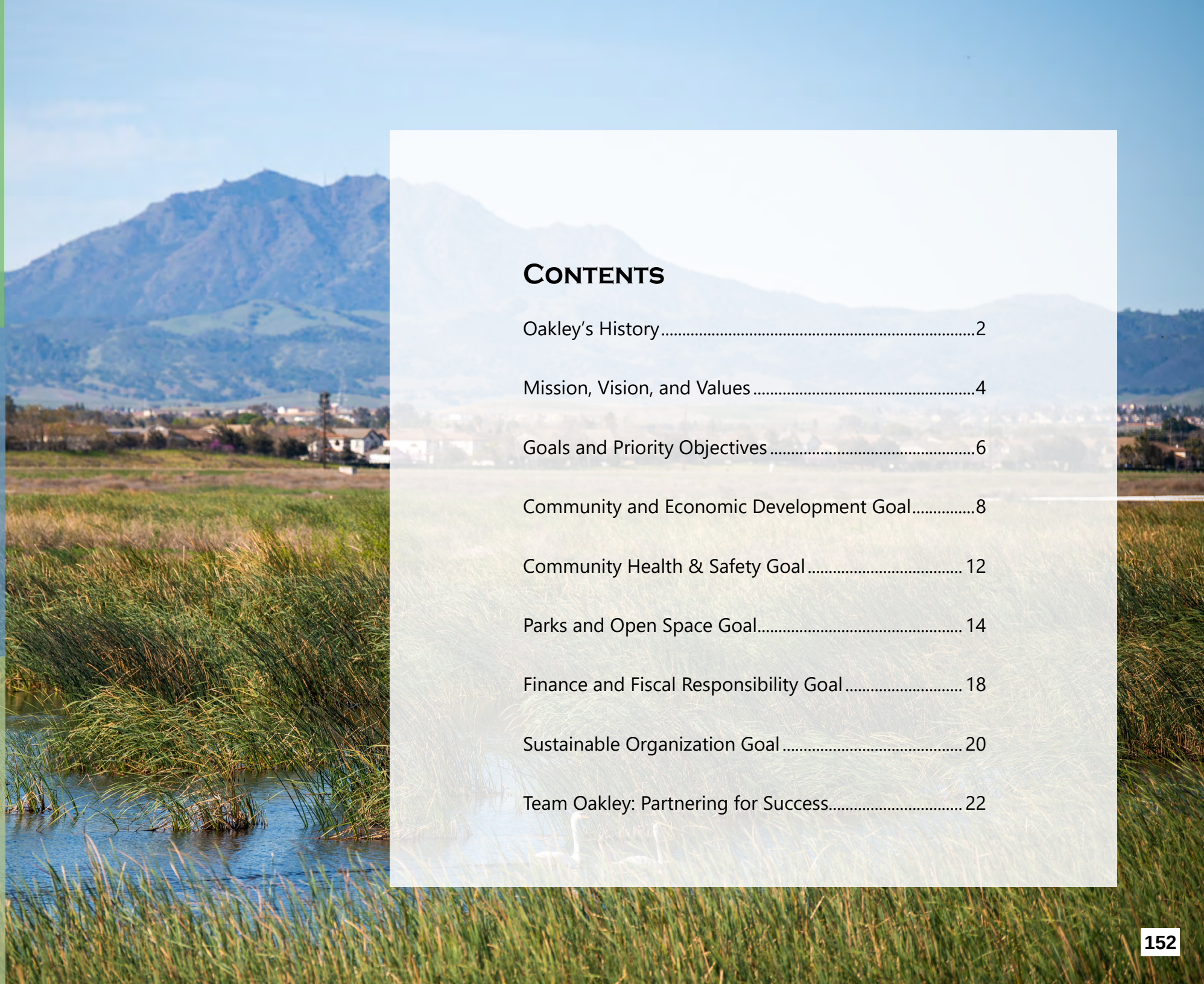
OAKLEY
CALIFORNIA

City of Oakley

STRATEGIC PLAN

2022–2027+

Adopted April 2022



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OAKLEY
CALIFORNIA



Mayor Randy Pope



Joshua McMurray

Oakley has a vision for its future: Action. For the 5-year Strategic Plan 2027+ (SP27+), the City engaged many diverse community voices to explore who we are, who we want to be, and where we want to go. This process resulted in a clear mission, inspiring vision, redefined values, and a path forward. Now, more than ever, we recognize and celebrate the history, uniqueness, and future potential of our Delta city.

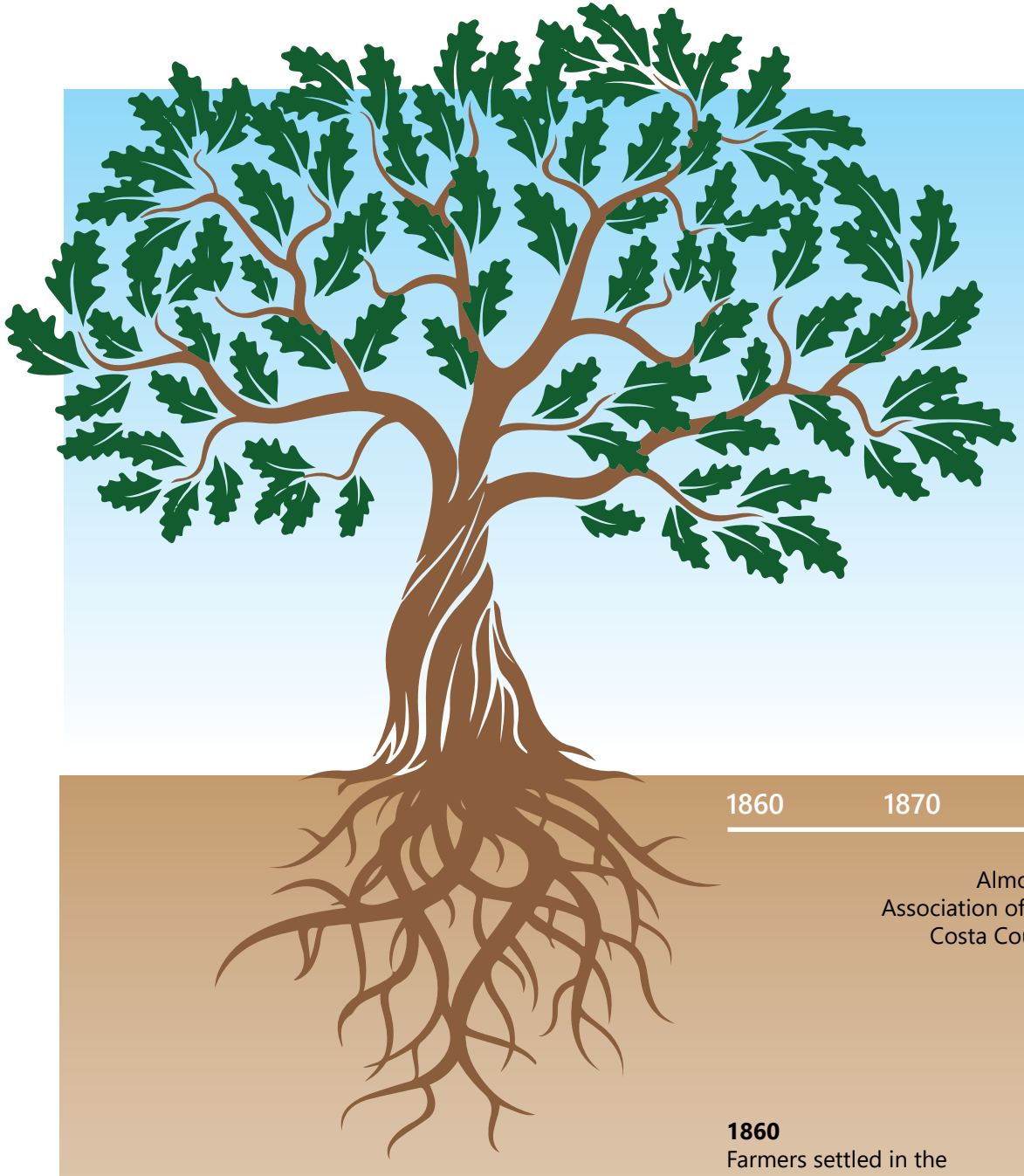
This time in the City's history is filled with excitement, growth, and so much possibility. SP27+ provides us with a long-term framework to provide exceptional service to residents and businesses while capitalizing on the shoreline to enhance the overall quality of the area for both visitors and businesses, investing in people and technological advances for organizational sustainability, and leveraging recent successes, like the Logistics Center, that can provide regional jobs and associated economic activity and investment. The SP27+ gives us focus and keeps our priorities centered around what matters most to our engaged residents, businesses, and partners.

As one community oriented around action, we collectively set our sights on strategic and thoughtful growth, safe and healthy neighborhoods, vibrant open spaces, collaborative engaged partnerships, and a sustainable organization that will benefit current and future residents and businesses. These goals will be realized through our collective values, to set our **PATH** forward: **Promoting** fair and equitable stewardship of our community, **Advocating** for a collaborative environment, demonstrating **Transparency** for accountability, and leading with **Honesty** and integrity. Together we can cultivate an inclusive and vibrant City where we live in a safe community, work together, and play in our backyard.

We look forward to working with you as we take action toward creating a resilient future that fosters and attracts a vibrant and evolving community that welcomes and values all people.

Randy Pope
Mayor

Joshua McMurray
City Manager



Oakley's History

Officially incorporated on July 1, 1999, Oakley is the 11th newest city in California. Oakley is one of the last pioneer communities established inland from California's great coastal centers. Located beyond the extensive San Francisco Bay, the area was historically known as a railroad town along the Santa Fe railroad line and became San Francisco's easternmost frontier for agricultural production in the 1960s.

Early landholders in the 1860s, including Fred Babbe, Andrew Walker, Samuel Sellers, James O'Hara, Edward Emerson, and Benjamin F. Porter, all grew vegetables, fruits, and grains for the San Francisco Market.

1860 1870 1880 1890 1900 1910 1920

1860
Farmers settled in the Oakley area

1889
Almond Growers Association of East Contra Costa County formed

1898
First Postmaster appointed

1900
Santa Fe Railroad first train

1905
Oakley Hotel built

First annual Oakley Jack Rabbit Bar-b-que

1913
First library established

Oakley Women's Club founded

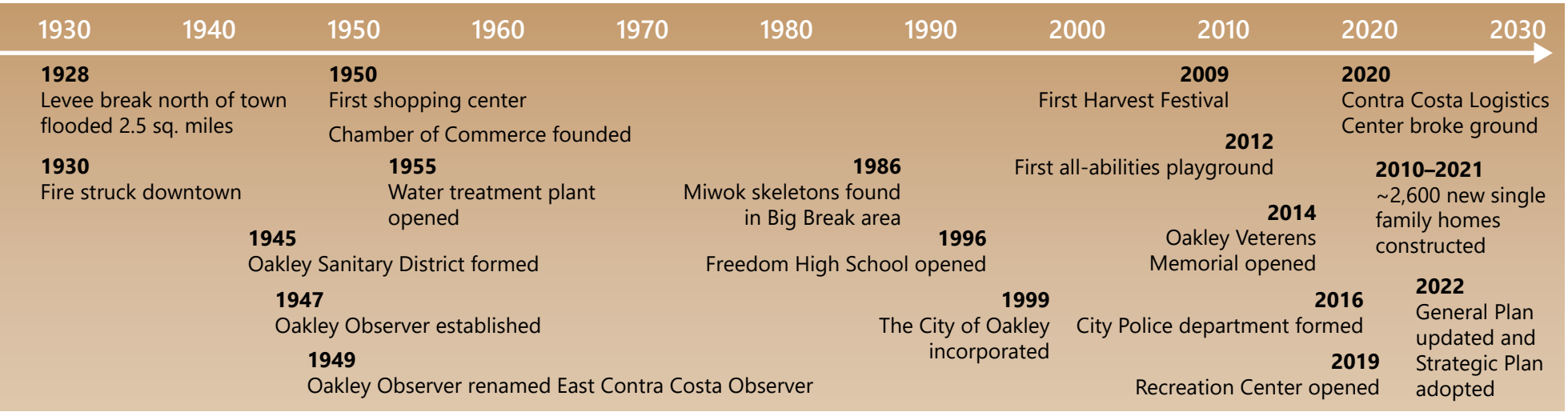
1915
Vineyards developed

1924
Fire struck Oakley, burning most of the businesses in town

In 1898, a native of Ohio and Civil War veteran Randolph Marsh bought 12 acres in the northwest quarter of Section 25 of eastern Contra Costa that became Oakley Township, and the streets, Main, Acme, Ruby, Star, and Home, so christened by Marsh, recall his name today. During the same period, Mary O'Hara, wife of Oakley pioneer James O'Hara, became the first president of the Ladies Improvement Club, which was later known as Oakley Women's Club, established one of the first free libraries in Contra Costa County.

From the early 1900s through the 1960s, Oakley was a very self-sufficient town as it supported an automotive and farm equipment dealership, a hotel, four schools, several grocery stores, movie theaters, restaurants, and bars. The Atchison, Topeka, and Santa Fe railroad – also known as one of the larger railroads in the United States in the 1900s – stopped in Oakley morning and night, allowing easy transport to Stockton for more expanded shopping opportunities and cultural enrichment. Transformation of Oakley from an exclusively agricultural community to a bedroom community supporting an industrial waterfront caused community changes in the late 1950s.

Today, Oakley has blossomed into a growing suburban community of planned business and commercial development, landscaped parks, shopping centers, and abundant leisure opportunities, including excellent fishing and recreational boating opportunities along the Delta.









Mission, Vision, and Values

As part of the SP27+ community process, the City's Mission, Vision, and Values reflect our mission to grow with purposeful intent while embracing our diverse and vibrant communities who choose to build their lives and livelihoods in Oakley's Delta heartland. In recognition that the City is under new leadership and that our community has almost doubled in size, the City is committed to a **PATH** forward to create a better Oakley today while anticipating who Oakley is becoming. Although the City is still young we are advancing to meet the planned growth that was set almost 25 years ago. The SP27+ revisits what is important to the diverse communities and recalibrates the City's collective priorities while not losing sight of what binds us together through our core values. We encourage every citizen, business, and visitor to support our Mission, enliven our Vision, and promote our Core Values to realize a City where anyone can choose to Live, Work, and Play.

Mission

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

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.

Core Values

Our values guide us on a **PATH** to where we want to Live, Work, and Play in the heart of the Delta.

Promote fair and equitable stewardship for the welfare of our diverse individuals that comprise our inclusive community.

Advocate a professional and family-friendly environment where Council, Staff, and the Public can envision and realize the City's future together with a recognition of our shared commitments and opportunities.

Transparency is how we will create accountable partnerships to cultivate communication and collaboration to engage our thriving community.

Honesty and integrity are the foundation for building trust and fostering teamwork to live our mission and vision.









Goals and Priority Objectives

Throughout the SP27+ process, it was broadly acknowledged that the City is growing fast since its incorporation in 1999. With the population doubling in almost 2 decades the City is well positioned to design its future and take advantage of its home-town position on the edge of the Delta. With input from more than 400 community members, it is recognized that Oakley is converging from a rural farm town to a central location that can provide and serve local and regional jobs while providing a safe and vibrant community. More than 69 percent of the community said that Oakley was a good to excellent place to live based on its access to schools and regional jobs, its safe hometown feel, and abundant parks and active community events. But with rapid growth also comes challenges and the community participation helped to steer the SP27+ in the direction of addressing key stressors in order to keep us on the path where Oakley residents, businesses, and visitors can Live, Work, and Play in the heart of the Delta. Primarily participants asked for the City to create more access to shopping, groceries, and jobs while balancing housing with infrastructure demands to manage traffic congestion and public safety.

The SP27+ Goals and Priority Objectives were developed with no implication of hierarchy of importance and outlined in the following sections. It also should be recognized that some goals will be launched in tandem and some may not be launched for years to come based on shifting circumstances and priorities. What is critical is that the City has a vision and plan that allows Council and Staff to weigh priorities and measure them purposefully while respecting investments made for both short- and long-term gains. The joint commitment of the Council and Staff is to move the City's goals forward and achieve alignment based on purposeful communication to partner for informed decision-making to advance progress.

The City's goals, illustrated below, will be accomplished through priority objectives that will be measured, evaluated, and prioritized though the annual budgeting process to realize and advance the City's potential.

Oakley's Goals

Community and Economic Development

- Strategic and Thoughtful Growth
- Business-Friendly Environment
- Local Jobs

Community Health and Safety

- Safe Streets
- Healthy Neighborhoods and Community Resources

Parks and Open Space

- Parks and Public Areas
- Programs and Recreation

Community and Collaborative Partnerships

- Community Outreach and Engagement
- Collaborative Partnerships

Finance and Fiscal Responsibility

Sustainable Organization

Community and Economic Development Goal

The City of Oakley will inspire and encourage Community & Economic Development through strategic and thoughtful growth, a business-friendly environment, and local employment opportunities.

Strategic and Thoughtful Growth Sub-goal

We will strategically plan and thoughtfully align our residential, commercial, and industrial growth to meet our short- and long-term vision.

Strategic and Thoughtful Growth Objectives

- 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.
  - 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.
  - Prioritize planning by targeting new businesses that align with Oakley's vision.
- Provide affordable housing sites that meet our legislated Regional Housing Needs Allocation (RHNA).
- 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.
  - Leverage the train platform that will offer better access for Downtown programming.
  - Create better streetscapes that can promote traffic calming.



The City of Oakley will strategically plan and thoughtfully align the town's residential, commercial, and industrial growth to meet both its short- and long-term goals.

- Consider funding elements of the Downtown Specific Plan with American Rescue Plan Act (ARPA) monies.
- Revitalize and draw people downtown to live, work, and play.
  - —*Develop an expanded downtown with additional buildings and mixed use.*
  - —*Consider a park, including programming specific to Economic Development, from north 2nd Street to Rose Ave.*
  - —*Develop or sell City-owned properties based on community benefit.*
  - —*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.*
  - —*Research rezoning of River Oaks Crossing*

- 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.
  - 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).
- Plan and develop Cypress Corridor holistically with improvements and commerce to service new development to ease downtown traffic (e.g., grocery, restaurants).
- Reinforce Planning Commission to understand Oakley's vision and encourage public engagement:
  - 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.
  - Enforce codes consistently in all districts to create consistent standard to code enforcement by using a combination of reactive and proactive code enforcement.
    - —*Maintain code enforcement officers and provide proper training.*
  - 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.
  - Require developer fees for proper infrastructure (e.g., roads and parks) to support development and 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.
- Enhance Environmental Stewardship
  - Collaborate with the water and sewer special districts to maximize the distribution and use of recycled water.
  - Explore and report on green energy opportunities.
    - —*Solar at City facilities*
    - —*Expansion of City's EV Charging Program*



The City of Oakley's business-friendly environment will attract residential, commercial, and industrial partners to revitalize Oakley where people will come to Live, Work, and Play.

- Remove the allowance for non-drought tolerant landscaping.
- Ensure new residential construction meets adopted standards for energy efficiency, including solar and power storage.
- 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.

- 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.



Oakley will partner with and attract businesses that can employ our regional workforce to invest in local talent.

Business-Friendly Environment Sub-Goal

Our business-friendly environment will attract residential, commercial, and industrial partners to revitalize Oakley where people will come to Live, Work, and Play.

Business-Friendly Environment Objectives

- 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.
  - Develop a Business Vision for Oakley that will attract and retain high-quality, diverse commerce through incentives for businesses including small businesses.
  - Develop a Property Utilization Plan on City-owned properties to maximize the City's potential return on investment.
- 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.
- Showcase businesses through active engagement and outreach (e.g., social media, storefronts images, local business newsletter with coupon book included).
- Continue to streamline business license fee/permits.
- Beautify Oakley's streetscapes, parks, and business facades to attract and retain businesses and their customers.

Local Employment Opportunities Sub-Goal

We will partner with and attract businesses that can employ our regional workforce to invest in local talent and expertise.

Local Employment Opportunities Objectives

- Capitalize on Logistics Center and strategize with developers and surrounding property owners to create job opportunities.
- Create employer-employee partnerships to reduce State's regulations on vehicle miles traveled (VMT) and complement our existing housing (Logistics Center development).

OAKLEY

We will partner with and attract businesses that can employ our **regional workforce** to invest in **local talent** and expertise.



Community Health & Safety Goal

The City of Oakley will protect our public and prioritize safe streets, healthy neighborhoods, and robust community resources to benefit our most valued assets — our people.

Safe Streets Sub-Goal

We will preserve and secure the City of Oakley with safe streets that are welcoming to motorists, cyclists, and pedestrians.



Oakley will preserve and secure safe streets that are welcoming to motorists, cyclists, and pedestrians.

Safe Streets Objectives

- Create an Emergency Disaster & Response Plan including resiliency resources.
  - Develop a Communication Plan for emergency responders, Public Works, the public, and other key stakeholders.
  - Provide and reinforce public and staff training through regular community meetings.
  - Ensure resiliency to power outages (traffic controls, cellular and broadband backup, generators).
  - Implement training, communicate broadly, and seek grants for implementation.
  - Modernize the Oakley Emergency Operations Center (EOC).
- 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.
  - East Cypress Corridor Specific Plan Area
  - Main Street – improve areas to their full right-of-way
  - Complete Laurel Road, including widening to its full width, and the extension and over-crossing over the railroad track to Sellers Avenue
- Explore improving lighting for safety.
- Align police resources with City's growth.
  - Develop and implement a staffing plan to scale police personnel to City's growing safety needs.
  - Streamline and civilianize where appropriate (i.e., admin, budget/finance, records, property, fleet management, etc.).

- Improve and invest in technology.
  - *Map accident scenes to open roads quicker.*
  - *Research red light cameras to supplement sworn enforcement officers.*
  - *Create a larger "cyber shield" over the City via a robust camera program.*
- Establish strong neighborhood watch programs, including National Night Out, and maintain close communication between the neighborhoods, the City Council, Oakley Police, and City Hall.
- Collaborate with neighboring agencies to maximize efficiencies with shared resources (e.g., equipment).
- Expand the Citizen Emergency Response Training (CERT) program.
- Dedicate traffic enforcement team to improve traffic safety.

- 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.
  - Implement traffic-calming policy and update to new practices for increased traffic as Oakley grows.
- Promote Safe Pedestrian and Bike Routes.
  - Collaborate with School Districts to apply for State and Federal grants to create safer and more accessible connectivity.
  - Improve trail connectivity to provide pedestrians and cyclists safe passage.

Safe and Healthy Neighborhoods + Community Resources Sub-Goal

We will offer a high quality of life by partnering with residents and businesses to promote and maintain a safe and healthy living and work environment with community resources to serve our diverse community.

Safe and Healthy Neighborhoods + Community Resources Objectives

- Rejuvenate our downtown and residential and business developments to discourage blight through beautification and development of standards for commercial code enforcement.
- Promote community service opportunities to build the community and beautify Oakley.
- Implement Phase 2 of the Recreation Center.
- 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.
  - Initiate and partner with other agencies to create regional support to provide services to help unhoused persons.



Oakley will maintain close communication between the neighborhoods the City Council, Oakley Police, and City Hall to manage traffic.

Parks and Open Space Goal

The City of Oakley will capitalize on our greatest Delta asset where our residents, businesses, and visitors can recreate and relax.

Parks and Public Areas Sub-Goal

We will upgrade and maintain our City parks and open spaces to be a focal point that encourages community use and civic pride.

Parks and Public Areas Objectives

- Upgrade and develop parks and open space for diverse interests and expanded under-served 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).
  - Envision, develop, and fund Oakley's 55-Acre Regional Park and seek grant funding that will compete at the State level.
    - *—Envision Oakley as the front door of the Delta and one of California's natural wonders.*
    - *—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.*
  - Create and maintain sporting fields (bocce, baseball/softball, soccer, equestrian arena) and provide shade, bathrooms, and lighting services.

Programs and Recreation Sub-Goal

We will serve our diverse people, parks, and programs by providing inclusive activities and access to engage the City's family and friends in science, culture, sports, and creativity.

Programs and Recreation Objectives

- 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.
  - Complete Phase 2 of Oakley's Recreation Center to encourage indoor sports, Camp Room, and Teen Room for classes.
  - 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.
  - Promote Oakley's events and recreation and differentiate our offerings from adjacent cities.



OAKLEY

We envision Oakley as the **front door of the Delta** and one of California's **natural wonders**.

Community and Collaborative Partnerships Goal

The City of Oakley will build strong community and collaborative partnerships to be mutually beneficial and co-create shared goals.

Community Outreach and Engagement Sub-Goal

We will engage and partner with our residents and businesses in meaningful and relevant dialogue to realize our shared vision and values.

Community Outreach and Engagement Objectives

- 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.
  - 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.
    - *Promote City Council/Community meetings through social media to inform about agendas where public can participate in person.*
  - 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.).
  - Actively uphold Oakley's Governance Guidelines & Protocols Policy to encourage productive partnerships, positive communication, and achievement of short- and long-term goals.
- 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.
  - Communicate how Oakley is living its core values and meeting its stated mission and vision (e.g., newspapers, electronic boards, website, newsletter, social media).
  - Modernize website to be user friendly, transparent, functional, and reflective of the City's vision.
- Communicate and uphold the City's information systems to reinforce transparency and access to build trust.

Collaborative Partnerships Sub-Goal

We will foster and maintain strong relationships with our public-private partnerships to mutually benefit our shared goals.

Collaborative Partnerships Objectives

- Consider creating new partnerships that will involve community participation (e.g., Park and Arts Commission).
- 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.*
  - Ironhouse Sanitary District
    - —*Consider opportunities for water reuse (e.g., recycled and industrial water).*
  - Mt. Diablo Resource and Recovery (MDRR)
  - CONFIRE
  - School District
    - —*Explore joint-use opportunities to optimally partner with elementary and high school (e.g., satellite classrooms and recreation, library).*
    - —*Re-visit agreements with shared facilities and public access.*
  - County/Region/State
    - —*Encourage collaboration for public safety and enforcement particularly where there is multi-jurisdictional responsibility (e.g., fire, road access, school sites).*
    - —*Discuss Regional Park interests.*
    - —*Invite key electeds, Board representatives, and others to speak at Council meetings for outside updates and perspective.*
  - 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.*
    - —*Consider creating a Sister City.*
    - —*Consider expanding outreach to NGOs beyond our region.*



We will celebrate Oakley with community events and activities that unite us.

Finance and Fiscal Responsibility Goal

The City of Oakley will 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.

Finance and Fiscal Responsibility Objectives

- 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.
  - Educate Executive Leadership and Council on annual budget through communication, reporting, and training to create better partnership on fiscal strategies.
  - 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).
  - Partner with Special Districts and agencies to realize economies of scale and efficiencies.
- 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.
  - Implement technology upgrades to improve transparency and public access to City documents and remote transactions.
  - 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.
  - Complete a feasibility study pertaining to broadband services and free Wi-Fi throughout the City.
  - Provide one free session of City-run summer camp to Oakley residents.
- 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.
  - Seek to supplement existing funding sources with State and Federal grants for special projects.
  - Consider the implementation of an EIFD (enhanced infrastructure financing district) to make infrastructure improvements that will attract businesses and generate revenue.

- 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.
  - 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.
- Modernize Oakley to accommodate growth and improve efficiency by funding technology to improve:
  - Service for public-business license applications/other applications
  - Financial modeling and finance/budget balancing
  - Public safety and roads
  - 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
  - Infrastructure and asset management
- 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.*
    - —*Continue to apply for and receive the California Society of Municipal Financial Officers' Operating Budget Excellence Award.*
  - Continue to update the Budget Strategies and Financial Policies in the City's annual budgets.
  - Consider how to include performance audits in the City's budget to provide accountability for performance and compliance.
  - Maintain 10-year budget forecast to be updated with each annual budget.
  - Establish a 30% General Fund Reserve Policy to protect the City's operations from a sudden drop in property tax and development-related revenues.
  - Establish a formal policy for the restrictions on and allowed uses of funds in the 30% General Fund Reserve 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.*
  - Align Strategic Plan Goals and Objectives into the annual budget document, including performance measures.



Oakley will leverage financial resources for the long-term benefit of our residents and businesses.

Sustainable Organization Goal

The City of Oakley will create a vibrant municipal workforce that reflects our commitment to an inclusive and equitable community and can meet our mission today while striving for our envisioned future tomorrow.

Sustainable Organization Objectives

- 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.
  - Provide appropriate training and professional development to keep up with regulatory requirements and skill sets to maintain the City.
  - Properly staff our Police Department to best protect and serve Oakley.
  - Address staffing limitations by hiring, contracting, or prioritizing programs, projects, and initiatives to scale appropriately.
  - Base the City's performance on execution of SP27+ and other major initiatives.
  - 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.
  - 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).



Oakley will encourage employee wellness by creating a safe and healthy work environment.

- Identify and invest in resources to execute the City's responsibilities.
  - Invest in Electric Vehicle fleet, which would require downtown charging stations.
  - 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.
  - 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.*
    - *Parks & Recreation staff to keep up with demands of new parks and recreational programming.*
    - *Public Works staff to keep up with demands of new housing, parks and infrastructure development and maintenance.*
    - *Police to keep up with growing safety needs.*
    - *Other needs as determined.*
- 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.
- Reinforce a safe and healthy work environment to protect our employees and minimize compensation claims.
- 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+.
  - 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.
  - Reinforce Team Oakley: Council, staff, and the public by celebrating successes and communicating obstacles for full transparency to create a learning environment.
  - Inspire and encourage Oakley staff to be visible and work with the community at large.
  - Acknowledge roles and responsibilities per the City's Governance Guidelines & Protocols Policy Framework to guide the execution of the Strategic Plan.



Oakley will create accountable partnerships among the trio of City Council, staff, and the community to deliver on this co-created Strategic Plan.

Team Oakley: Partnering for Success

The City of Oakley recognizes that the implementation of the SP27+ is incumbent on the strength of our partnership with the Council and community of residents, businesses, and stakeholders that benefit from the City's success. Our strategic planning process included outreach to more than 400 community members and stakeholders that actively responded to a survey of questions and attendance at 4 public meetings to co-create the City's new mission, vision, values, and priority objectives. With our unique new leadership of both Council and staff alike, along with a new community that has doubled since our City's incorporation less than 25 years ago, together we re-envisioned who Oakley is becoming. **We are thankful to all of those who participated to help co-design our shared future as we implement key goals that will meet our desires for today and for future generations to come.**

City Council Members

Randy Pope, Mayor

Aaron Meadows, Vice Mayor

Anissa Williams

George Fuller

Sue Higgins

Stakeholders-Partners

Jeff Quimby, Contra Costa Water District

Tyson Zimmerman, Angela Lowrey, Dawn Morrow, Ironhouse Sanitary District

Jeffrey Palmquist, Oakley Union Elementary School District Superintendent

City Staff

Joshua McMurray, City Manager

Tim Przybyla, Finance Director

Kevin Rohani, Public Works Director

Paul Beard, Police Chief

Jeri Tejeda, Human Resources Director

Brent Smith, Community Development Director

Libby Vreonis, City Clerk

Lindsey Bruno, Recreation Director

Felicia Escover, Assistant to the City Manager

Strategic Planning Consultants

Ellen Cross, Strategy Driver, Inc.

Maria Pascoal, GEI Consultants

OAKLEY

Thank you for helping Oakley co-create a resilient future and a vibrant and evolving community that welcomes and values all people.



OAKLEY
CALIFORNIA

City of Oakley

3231 Main Street, Oakley, CA 94561

(925) 625-7000

https://www.ci.oakley.ca.us/

STAFF REPORT

OAKLEY
CALIFORNIA

DATE: October 14, 2025

TO: Joshua McMurray, City Manager

FROM: Danielle Navarro, Assistant City Manager

Approved and Forwarded to the City Council

SUBJECT: Adopt a Resolution Adopting the City of Oakley Comprehensive Emergency Management Plan and Rescinding Resolution. No. 126-05

Background and Analysis

The protection of life and property before, during and after a disaster is the responsibility of the local, state and federal governments. State and federal mandates require all government agencies to develop a plan for dealing with emergencies such as floods, earthquakes, civil disturbances, and fires. These plans must be based on the Emergency Management System known as SEMS (Standardized Emergency Management System) and are the framework for City staff to respond swiftly and decisively to an emergency within the community or region. The City of Oakley's Interim Emergency Operations Plan ("EOP") was adopted in 2005 and distributed in 2007, and at the time, mirrored the plan for Contra Costa County and many other surrounding communities.

The EOP requires regular review and updating and requires final review by the City's Disaster Council before adoption by the City Council. In 2018, the Oakley Police Captain presented a draft Emergency Operations Plan to the City Council for review as the Police Department was responsible for the review, revision, management and distribution of the EOP and managed the City's Emergency Preparedness Program. The City Council provided comments and recommendations for inclusion in the final plan before returning to City Council for adoption. The 2018 draft was never brought back to the Council.

In 2023, the City conducted an assessment of the City's Emergency Management Program, which included a review of the 2018 draft EOP. That assessment was presented to the current City Council in February 2023 and recommended the City's Emergency Management Program shift to the City Manager's Office under the new Assistant City Manager position.

With the election of an entirely new City Council, changes in staffing in both the Police Department and the City Manager's Office, and legislative changes since the review of the 2018 draft Plan, Staff has drafted a new Comprehensive Emergency Management Plan ("CEMP"), an expanded document that provides strategic guidance to assist policy makers and City staff in the prevention of, preparation for, mitigation of, response to, and recovery from natural, civil, and technological disasters.

The CEMP is organized into three volumes: 1) the Emergency Operations Plan, which establishes an Emergency Management Organization and assigns functions and tasks consistent with SEMS; 2) Functional Annexes, which contain specific sections that detail policies and procedures for critical, overarching emergency functions across various hazards and threats identified in the EOP; and 3) Tools and Supporting Documents, which provide detailed roles and responsibilities and specific information on how a particulate function will perform during an emergency, and resources such as forms, contact lists, inventory lists and templates.

The CEMP addresses and incorporates the comments and recommendations from the 2018 review and Aegis's 2023 assessment; meets the most current legislation requirements; incorporates the City's recently adopted Local Hazard Mitigation Plan – Oakley Annex; and assigns current City staff to positions in the Emergency Operations Center.

The draft EOP has been reviewed by the Contra Costa County Office of Emergency Services and Contra Costa County Health and addresses the comments and recommendations received. No comments were received from the Contra Costa Fire Protection District. In June 2025, the City contracted with Aegis Emergency Management for a comprehensive review of the new Emergency Operations Plan and to draft an Evacuation Annex; the annex provides directions in accordance with the City's EOP, California Emergency Services Act, SEMS, and National Incident Management System ("NIMS"). (The Evacuation Annex is not an evacuation plan; the Contra Costa Transportation Authority is developing a countywide evacuation plan.)

The CEMP is expected to undergo changes over time due to updated regulations, lessons learned from response to real events, exercises and drills that test the plan, and new relationships with public and private sector partners. All suggested changes will be submitted to and reviewed by the Director and Assistant Director of Emergency Services. Substantive changes will be forwarded to the Oakley Disaster Council for review and approval.

Following the approval by the Oakley Disaster Council, modifications to the EOP will be submitted to the City Council for review and approval. Post-approval, the updated EOP will be distributed to plan holders.

The City Council delegates authority for modifications to Annexes and Appendices to the Oakley Disaster Council; post-approval by the Oakley Disaster Council, modifications to Annexes and Appendices will be distributed to plan holders. Although the Oakley Disaster Council has the authority to approve Annexes and Appendices, Staff has included the Evacuation Annex and Tools and Supporting Documents (position checklists and forms) that are complete for the benefit of the public.

The Oakley Disaster Council has reviewed the City of Oakley Comprehensive Emergency Management Plan and recommends the City Council adopt the Plan.

Additional functional annexes, tools, and supporting documents will be added as the Disaster Council approves them.

Consistency with the Oakley Strategic Plan 27+

The adoption of the Comprehensive Emergency Management Plan is consistent with objectives and subobjectives of the Strategic Plan 27+ Community Health and Safety Goal, including:

- Create an Emergency Disaster and Response Plan including resiliency resources.
    - Develop a Communication Plan for emergency responders, Public Works, the public and other key stakeholders.
    - Provide and reinforce public and staff training through regular community meetings.
    - Ensure resiliency to power outages.
    - Implement training, communicate broadly, and seek grants for implementation.
    - Modernize the Oakley Emergency Operations Center (EOC).
- 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.

Fiscal Impact

The adoption of the Comprehensive Emergency Management Plan will not directly result in the expenditure of any City funds. The lack of a current approved emergency plan may have severe fiscal impact in the event of a major disaster without a current and approved plan.

Staff Recommendation

Staff recommends the City Council accept the recommendation of the Oakley Disaster Council and adopt the proposed resolution adopting the City of Oakley Comprehensive Management Plan and rescinding Resolution No. 126-05.

Attachments

1. Resolution
2. Comprehensive Emergency Management Plan

RESOLUTION NO. XX-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY ADOPTING THE CITY OF OAKLEY COMPREHENSIVE MANAGEMENT PLAN AND RESCINDING RESOLUTION NO. 126-05

WHEREAS, State and federal mandates require all government agencies to develop a plan for dealing with emergencies such as floods, earthquakes, civil disturbances, and fires based on the Standardized Emergency Management System; and

WHEREAS, these plans are the framework for City staff to respond swiftly and decisively to an emergency within the community or region and require regular review and updating; and

WHEREAS, the City Council adopted an Interim Emergency Operations Plan ("EOP") in 2005, which was updated and distributed in 2007; and

WHEREAS, the City Council reviewed an updated draft EOP in 2018, and in 2023, Staff conducted an assessment of the City's Emergency Management Program, which included a review of the 2018 draft, and presented the assessment to the City Council; and

WHEREAS, Staff drafted a new Comprehensive Emergency Management Plan ("CEMP"), an expanded document that provides strategic guidance to assist policy makers and City staff in the prevention of, preparation for, mitigation of, response to, and recovery from natural, civil, and technological disasters; and

WHEREAS, the CEMP is three volumes consisting of the updated EOP, Functional Annexes, and Tools and Supporting Documents; addresses and incorporates the comments and recommendations from the 2018 City Council review and the 2023 assessment; meets the most current legislation requirements; incorporates the City's recently adopted Local Hazard Mitigation Plan – Oakley Annex; and assigns current City staff to positions in the Emergency Operations Center; and

WHEREAS, the Oakley Disaster Council has reviewed the CEMP and recommends its adoption by the City Council.

BE IT RESOLVED by the City Council of the City of Oakley that the Oakley Comprehensive Emergency Management Plan is hereby approved.

BE IT FURTHER RESOLVED that the City Council finds that the approval of the Plan is not subject to the California Environmental Quality Act because the Plan is not a "project," as defined by California Code of Regulations, Title 14, section 15378(a), and because it can be seen to a certainty the City's acceptance of the proposed Plan will not have an environmental impact and that the "Common Sense" exemption of CEQA is appropriate.

BE IT FURTHER RESOLVED by the City Council of the City of Oakley that City Administration may make technical, minor, or non-substantive changes to the Comprehensive Emergency Management Plan without further approval of the City Council, provided that any other amendment to the Plan shall not be effective unless and until the City Council so approves.

PASSED AND ADOPTED by the City Council of the City of Oakley this 14th day of October 2025 by the following vote.

AYES:
NOES:
ABSTENTION:
ABSENT:

APPROVED:

_____
Shannon Shaw, Mayor

ATTEST:

_____ _____
Kim Snodgrass, City Clerk Date

OAKLEY
CALIFORNIA

Comprehensive Emergency Management Plan

October 2025

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Letter of Promulgation

October 14, 2025

To: Elected Officials and Employees of the City of Oakley

The preservation of life and property is an inherent responsibility of all levels of government. Since disasters in many devastating forms may strike at any time, the City of Oakley must provide safeguards, which will save lives and minimize property damage through prior planning, preparedness measures, and training. Sound emergency operations plans, carried out by knowledgeable and well-trained personnel, can and will minimize losses.

The City of Oakley Comprehensive Emergency Management Plan ("CEMP") provides strategic guidance designed to assist policy makers and City staff in the prevention of, preparation for, mitigation of, response to, and recovery from natural, civil, and technological disasters.

The CEMP is organized into three volumes. Volume 1, the Emergency Operations Plan ("EOP") establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System ("SEMS"). It provides for the integration and coordination of planning efforts of multiple jurisdictions. This plan was reviewed and approved by representatives from each City of Oakley department and reviewed by Contra Costa County Office of Emergency Services. The content is based upon guidance approved and provided by the State of California and the Federal Emergency Management Agency ("FEMA"). The intent of the EOP is to provide direction on how to respond to an emergency from the initial onset, through an extended response, and into the cost recovery process.

Volume 2, Functional Annexes, contains specific sections that detail policies and procedures for critical, overarching emergency functions across various types of hazards and threats consistent with the EOP. Volume 3, Tools and Supporting Documents, provide detailed roles and responsibilities (position checklists) -- detailed guidance to give specific information on how a particular function will be performed during an emergency; and resources such as forms, contact lists, inventory lists, and emergency proclamation templates.

Once adopted, this plan is an extension of the Contra Costa County Operations Plan 2022[1] and the 2024 California State Emergency Plan ("SEP")[2]. It will be reviewed and tested periodically and revised as necessary to meet changing conditions.

[1] https://www.cocosheriff.org/home/showpublisheddocument/600/638422043796770000, as of September 24, 2025

[2] As of September 24, 2025, https://www.Cal OES.ca.gov/office-of-the-director/operations/planning-preparedness-prevention/planning-preparedness/2024-state-emergency-plan/ notes that the 2024 SEP Executive Draft is still under review and was developed from the 2023 SEP Coordinating Draft. The

The City of Oakley City Council gives its full support to this CEMP and urges all public employees and individuals to prepare for times of emergency before they occur.

This letter promulgates the City of Oakley Comprehensive Emergency Management Plan; and constitutes the adoption of the City of Oakley Comprehensive Emergency Management Plan, and the adoption of the Standardized Emergency Management System by the City of Oakley. This plan becomes effective on approval by the City Manager.

DocuSigned by:
Joshua McMurray
2571533459F6461...

Joshua McMurray, City Manager

current adopted 2017 State of California Emergency Plan is at https://www.cocosheriff.org/home/showpublisheddocument/166/637284266976900000.

Plan Concurrence by the Oakley Disaster Council

Name	Title	Signatory
Shannon Shaw	Chair (City of Oakley Mayor)	Signed by: EF303C63840047E...
Joshua McMurray	Vice Chair (City of Oakley City Manager/Director of Emergency Services)	DocuSigned by: Joshua McMurray 2571533459F6461...
Danielle Navarro	Assistant Director of Emergency Services (City of Oakley Assistant City Manager)	DocuSigned by:
Paul Beard	City of Oakley Chief of Police	Signed by: Paul Beard D60EBF9178434DC...
Kevin Rohani	City of Oakley Public Works Director/City Engineer	DocuSigned by: Kevin Rohani E95BA1C5153C41D...
Kenneth Strelo	City of Oakley Community Development Director	DocuSigned by: Kenneth W. Strelo 9858C11F1B8D449...
Jeri Tejeda	City of Oakley Administrative Services Director	DocuSigned by: Jeri Tejeda BF534EDC4A35464...

Record of Changes

The Comprehensive Emergency Management Plan is expected to undergo changes over time due to updated regulations, lessons learned from response to real events, exercises and drills that test the plan, and new relationships with public and private sector partners. All suggested changes will be submitted to and reviewed by the Director and Assistant Director of Emergency Services. Substantive changes will be forwarded to the Disaster Council for review and approval.

Following the approval of the Disaster Council, modifications to the Emergency Operations Plan ("EOP") will be forwarded to the City Council for review and approval. Post-approval, the updated EOP will be distributed to plan holders with a notice in the table below about the date of change and the material modified.

Following the approval of the Disaster Council, modifications to Annexes and Appendices will be distributed to plan holders with a notice in the table below about the date of change and the material modified.

Each plan holder will be expected to update their copy to keep it current.

Change Number	Date of Change	Section Number, Header, Page Number	Recommended by (Department/Agency)	Notes
1				
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Record of Distribution

The Comprehensive Emergency Management Plan is to be distributed electronically and/or on paper to all parties responsible for acting in times of emergency in the City of Oakley. Updates will be provided electronically, when available. Recipients will be responsible for updating their respective copies when changes are received. The Assistant Director of Emergency Services is responsible for the dissemination of all updates.

Name	Title/Department/Agency if other than City of Oakley	Date of Delivery	# of Paper Copies
Shannon Shaw Hugh Henderson Aaron Meadows George Fuller Anissa Williams	City Council		5
Joshua McMurray	Director of Emergency Services (City Manager)		1
Danielle Navarro	Assistant Director of Emergency Services (Assistant City Manager)		1
Derek Cole	City Attorney		1
Paul Beard	Chief of Police		1
Kevin Rohani	Public Works Director/City Engineer		1
Kenneth Strelo	Community Development Director		1
Jeri Tejeda	Administrative Services Director		1
Kim Snodgrass	City Clerk		1
Conrad Fromme	Chief Building Official		1
Carolina Camacho	Finance Manager		1
La Sandra Sipp	Human Resources Manager		1
Troy Faulk	Recreation Manager		1
Ashley Shaffer Ralph Freeman Lauren Kober	Code Enforcement Officer Code Enforcement Technician Code Enforcement Technician		3
Jose Cortez	Senior Planner		1
Christine Belleci	Forward Planning Manager, Diablo Water District		0
Louis Solana	Collections Systems Superintendent, Ironhouse Sanitary District		0
Beatriz Portillo	Senior Emergency Planning Coordinator, Contra Costa County Office of Emergency Services		0
Chris Bachman	Assistant Chief/Fire Marshal, Contra Costa County Fire Protection District		1
Emergency Operations Center staff will receive an electronic copy. Paper copies are in the EOC bins.			0

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OAKLEY
CALIFORNIA

Comprehensive Emergency Management Plan

October 2025

Volume 1: Emergency Operations Plan

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Emergency Operations Plan at a Glance

Approval and Implementation

The City of Oakley Emergency Operations Plan ("EOP") will take effect upon adoption by resolution of the City Council (Oakley Municipal Code Section 2.5.016). The EOP will be officially adopted and promulgated as an official City document and it will be distributed to those City departments/divisions, supporting agencies, and community organizations having assigned primary functions or responsibilities within the EOP. Prior to approval by the City Council, the EOP will be reviewed by the Contra Costa County Office of Emergency Services and special districts that operate within the city. The EOP will also be reviewed by members of the community, to ensure that they also have input into the development of the plan.

Emergency Operations Plan Activation

The EOP may be activated by the Oakley City Manager as the Director of Emergency Services, the Assistant City Manager as the Assistant Director of Emergency Services, the Chief of Police, or the City Attorney under any of the following circumstances:

- Upon proclamation by the Governor that a State of Emergency exists in an area of the state that affects the City of Oakley.
- Automatically on the proclamation of a State of War Emergency as defined in the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code.)
- Upon declaration by the President of the United States of America, of the existence of a National Emergency that affects the City of Oakley.
- When requested by the Contra Costa County Office of Emergency Services.
- When the activation of the Emergency Operations Center (“EOC”) will be beneficial to the community in managing an incident, emergency, or disaster.
- When deemed appropriate for the situation or at the request of an on-scene Incident Commander.
- Note: An emergency proclamation is not required in order to implement the EOP nor to activate the EOC.

Plan Development and Maintenance

The City Manager is designated by the City Council as the Director of Emergency Services (Oakley Municipal Code Section 2.5.010). The Director of Emergency Services also serves as the Director of the City's EOC. During an emergency, the City Manager assumes the ultimate responsibility and authority for directing the City's Emergency Management Organization (“EMO”) (including emergency response and recovery). The City Manager has appointed the Assistant City Manager as the Assistant Director of Emergency Services (Oakley Municipal Code Section 2.5.010). The Assistant Director is responsible for developing and maintaining the City's EOP and integrating plans from other agencies into the EOP.

The Assistant Director of Emergency Services is assisted in developing and maintaining the plan by the members of the City's Disaster Council (Oakley Municipal Code Section 2.5.006). The Director of Emergency Services is responsible for implementing the EOP when the EOC is activated. The Director is supported by the City's Leadership Team and staff who are responsible for the following:

- Developing response and recovery plans for the City of Oakley.
- Assisting in organizing, staffing, and operating the City's EOC.
- Activating and/or operating communications and warning systems.
- Maintaining information on the status of resources, services, and operations.
- Carrying out EOC activities.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating, and disseminating damage assessments and other essential information.

Disaster Council

The Mayor, City Manager (Director of Emergency Services), Assistant City Manager (Assistant Director of Emergency Services), Chief of Police, Public Works Director/City Engineer, Community Development Director and Administrative Services Director serve as the City of Oakley's Disaster Council. The Disaster Council is an advisory body that provides assistance and advice to the City Manager and City Council. The Disaster Council also coordinates emergency planning efforts throughout the city and reviews and makes recommendations on emergency and mutual aid plans and agreements. In doing so, it recommends additions or changes to ordinances, resolutions, and regulations to implement those plans and agreements.

The Mayor serves as the Chairperson of the Disaster Council, and the City Manager serves as the Vice Chairperson (Oakley Municipal Code Section 2.5.006).

The Four Phases of Emergency Management and Preparedness	
Mitigation Preventing future emergencies or minimizing their effects	Includes activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. • Buying flood and fire insurance for your home is a personal mitigation activity. • Mitigation activities take place **before** and **after** emergencies.
Preparedness and Training Preparing to handle an emergency	Includes plans or preparations made to save lives and to help response and rescue operations. • Stocking food and water are both examples of personal preparedness.

	• Preparedness activities take place before an emergency occurs.
Response Responding safely to an emergency	Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action. • Seeking shelter from severe weather or assessing your home in an earthquake are both personal response activities. • Response activities take place **during** an emergency
Recovery Recovering from an emergency	Includes actions taken to return to a normal or an even safer situation following an emergency. • Applying for financial assistance to help pay for repairs is a personal recovery activity. • Recovery activities take place **after** an emergency.

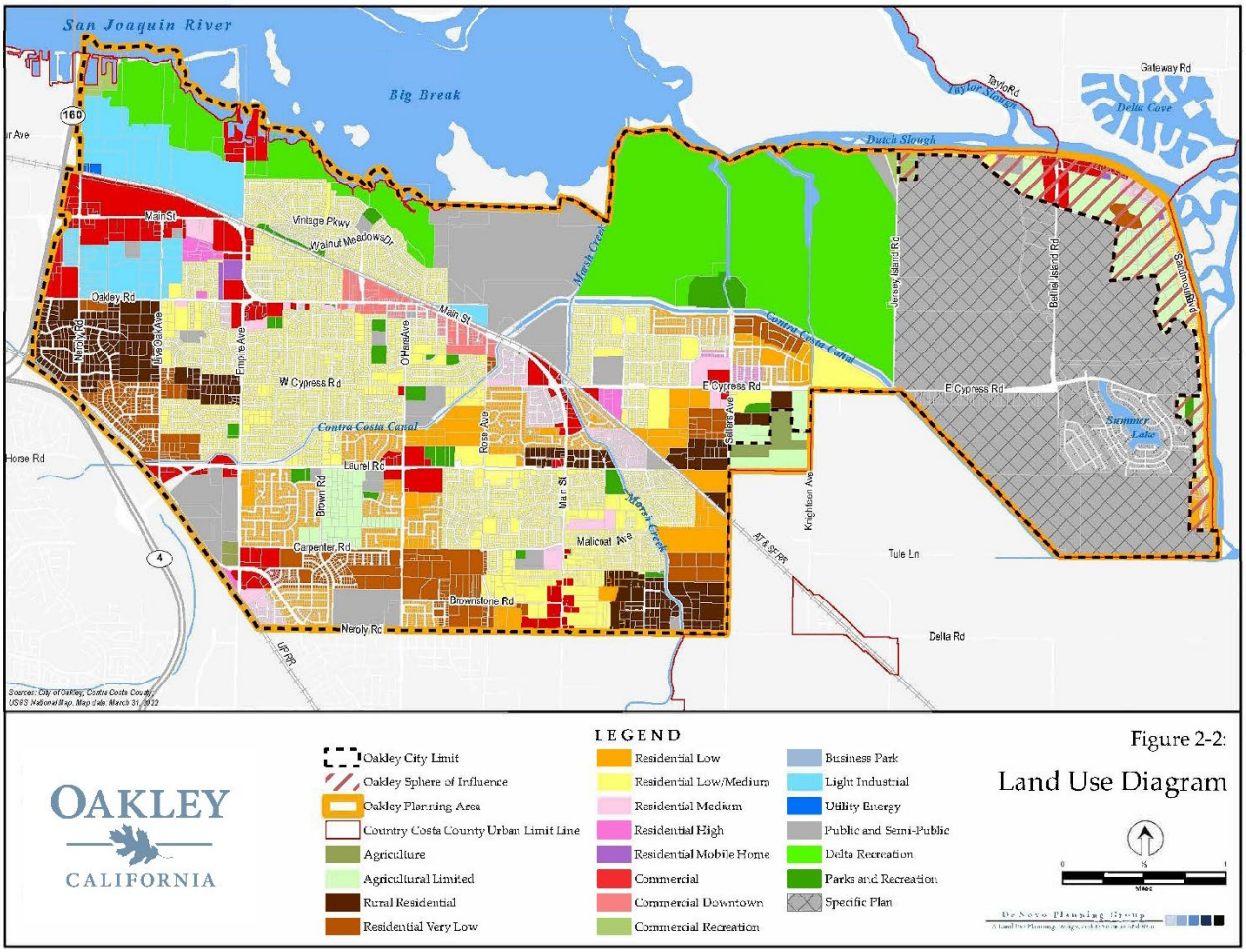
History and Geography

The City of Oakley was incorporated in 1999, making it the youngest of the 19 incorporated cities in Contra Costa County. Located in eastern Contra Costa County, on the western edge of the San Joaquin Valley, it is east of and adjacent to the City of Antioch, north of and adjacent to the City of Brentwood, and southwest of Bethel Island, an unincorporated community of Contra Costa County. Oakley is bordered on the west by California State Route 160 and has a boastful view of Mount Diablo in the southwestern skyline. Land uses range from a variety of urban uses in the developed portion of the community and nearby areas to the west and south, to agricultural land to the east and the Sacramento-San Joaquin Delta to the north.

Oakley is characterized by the relatively flat terrain of the Valley. The landscape of gently rolling fields, orchards, and vineyards gives a glimpse of Oakley's agricultural past. From a quiet Delta farming town, Oakley has blossomed into a growing community of landscaped parks, abundant recreational opportunities, shopping centers, and planned business and commercial development. Oakley's residents enjoy a progressive community that is rich in history, supports strong family values, and offers a high quality of life.

The City of Oakley is approximately 14.45 square miles (9,248 acres) of land. In addition to the land within the city limits, Oakley's General Plan identifies additional land outside the city limits that fall within Oakley's Planning Area and Sphere of Influence ("SOI"). Land outside the city limits is not within Oakley's land use jurisdiction or service area but is of interest to Oakley and could be considered for future incorporation. The two additional areas within the Planning Area and outside the city limits are portions of unincorporated Contra Costa County. One area consists of 410 acres in the eastern portion of Oakley along Dutch Slough Road and Sandmound Boulevard. The other area is a 74-acre area located between Sellers Avenue and Knightsen Avenue and south of the existing city limits. Oakley's SOI forms a coincident line with the city limits in all areas of the city except

where it follows the Planning Area boundary along Dutch Slough Road and Sandmound Boulevard. In summary, Oakley's incorporated city limits include 14.45 square miles (9,248 acres); the Planning Area includes an additional 484 acres; and the SOI includes 410 acres of the Planning Area.



All dedicated local public streets and related structures within Oakley's boundaries are owned by and maintained by the City of Oakley. This inventory of public streets continues to grow as new developments are approved and built out, and the developer constructed roads are accepted by and dedicated to the City.

2020 Census Data

The 2020 United States Census reported that Oakley had a population of 43,357 people, 72.5% of whom only spoke English at home and 10.1% of whom were 65 years or over. The median age of Oakley's population according to the US Census was 35.8 and the median household income was $120,915.

Per the City's adopted (May 9, 2023) Housing Element 2023-2031 (certified by the Department of Housing and Community Development on May 23, 2023), "According to ABAG, the population in Contra Costa County is projected to increase by 23 percent (or 258,635 people) between 2020 and 2040. Oakley is expected to add 19,075 new residents by 2040, representing the second to largest percent change in population of any city in the County (54 percent).

There are 11 (public) schools within three school districts operating within Oakley.

Primary and Secondary Public Schools

Primary/ Secondary	Antioch Unified School District	Oakley Union Elementary School District	Liberty Union High School District
Both (K-8)	Orchard Park School		
Primary (Elementary)		Almond Grove Elementary Gehringer Elementary Iron House Elementary Laurel Elementary Oakley Elementary Summer Lake Elementary Vintage Parkway Elementary	
Middle (Secondary)		Delta Visa Middle O'Hara Park Middle	
High (Secondary)			Freedom High

There are no hospitals within Oakley.

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SECTION I: OBJECTIVES, PURPOSE, AND SCOPE

1.1 Objectives

This Emergency Operations Plan ("EOP") forms the foundation of the City's emergency planning, organization and response policies and procedures for emergencies and disasters. The EOP:

a) Addresses the City's responsibilities in emergencies associated with an "all hazards"[1] approach in managing natural disasters and human-caused emergencies; and
b) Provides a framework for coordination of response and recovery efforts within the City, while maintaining the flexibility needed to adapt to various situations that may arise.

An effective EOP tells those with operational responsibilities what to do and why to do it. The EOP also instructs those outside the jurisdiction in how to provide support and what to expect.

This EOP has been authored to follow the procedures outlined in the Contra Costa County EOP (2022). The EOP has been organized following the guidelines of FEMA CPG 101 - Developing and Maintaining Emergency Operations Plans (2021). This plan follows the procedures identified within the plans of the Operational Area ("OA"), the Standardized Emergency Management System ("SEMS"), and the National Incident Management System ("NIMS"). It also defines the primary and support roles of City departments in post-incident damage assessment and reporting requirements.

This EOP:

- Assigns responsibility to organizations and individuals for carrying out specific actions that exceed routine responsibility at projected times and places during an emergency.
- Sets forth lines of authority and organizational relationships and shows how all actions will be coordinated.
- Describes how people (including unaccompanied minors, individuals with disabilities, others with access and functional needs, and individuals with limited English proficiency) and property are protected.
- Identifies personnel, equipment, facilities, supplies, and other resources available within the jurisdiction or by agreement with other jurisdictions.
- Reconciles requirements with other jurisdictions.

The EOP includes a hazard analysis and a probability matrix describing the responsibility of each department based on each identified hazard or threat.

[1] "All hazards" refers to natural or human-caused incidents, warranting action to protect life, property, the environment, public health, or safety, and minimizes disruptions of government, social or economic activities.

The City of Oakley's EOP will be reviewed and updated regularly. This review is done to keep abreast of doctrinal, technical, and operational changes.

1.2 Purpose and Scope

The purpose of this EOP is to ensure an efficient and effective response to a disaster or emergency affecting the community.

The EOP is intended to integrate with the emergency plans of the Operational Area (Contra Costa County) and all disaster-response agencies that serve our residents and our community.

The City is dedicated to providing an efficient and coordinated response to any disaster that could threaten the wellbeing and health of residents, workers, or visitors to Oakley. The City intends to respond following all local, State and Federal disaster response requirements and using the appropriate systems.

By doing so, the City guarantees to use the best response practices and ensure compliance with available disaster cost recovery and assistance programs.

The response to an emergency event will involve all affected City departments/divisions, community groups and other organizations/individuals that can assist in providing resources and participating in recovery efforts. This includes related City, County, State, Federal, non-profit agencies, special districts, volunteer organizations and other volunteers called upon to serve by local authorities.

The EOP identifies the component of the City's Emergency Management Organization (“EMO”) and establishes associated protocols required to effectively respond to, manage, and recover from major emergencies and/or disasters. Emergency events are defined as, but not limited to: earthquakes, fire, floods, terrorism, nuclear/radiological incidents, hazardous material incidents, disease, civil disturbances or any other emergency requiring a coordinated multi-agency response and others as defined in Government Code Section 8630 and Section 2.5 .002 of the Oakley Municipal Code.

This Plan applies to all emergencies in the City of Oakley that generate situations requiring planned and coordinated responses. This Plan also applies to emergencies involving the City as a part of a multi-agency response that necessitate the activation of the City's Emergency Operations Center (“EOC”).

The Plans and Standard Operating Procedures (“SOP”) of other response agencies will be incorporated into this plan. Those plans and procedures will include items such as resource lists, checklists, and detailed assignment responsibilities.

Operational Priorities

Saving Lives: The preservation of life is the top priority of emergency managers and first responders and takes precedence over any and all other considerations.

Addressing Human Needs: Beyond the simple preservation of life, all possible efforts must be made to provide for basic human needs, including food, water, shelter, and security, during and after an emergency or disaster.

Caring for Vulnerable Populations: People with access and functional needs, or who lack assets that would enable them to remove themselves from harm's way, are more vulnerable to harm both during and after an emergency event. Protecting these vulnerable populations is a high priority during and after an emergency or disaster.

Protecting Property: All possible efforts must be made to protect public and private property from damage during and after an emergency or disaster.

Restoring Basic Services: Power, sanitation, public transportation, and other basic services must be restored as quickly as possible to enable our community to resume a normal pattern of life.

Protecting the Environment: All possible efforts will be made to protect California's environment from damage during and after an emergency or disaster.

Encouraging Community and Economic Recovery: Emergency managers; local, county, state, and federal government agencies; non-profits; and the private sector will work together following an emergency or disaster to facilitate a speedy recovery. Every effort must be made to ensure that recovery operations are conducted fairly, equitably, and inclusively.

1.3 Hazard Analysis Summary

The City of Oakley is vulnerable to a variety of threats. An all-hazards threat perspective will incorporate a complete range of threats including emerging technological factors. It is important to consider past events for future planning, with attention to the location, scope of hazards, and how they can change over time. The City of Oakley adopted the Oakley Annex to the 2024 Contra Costa County Local Hazard Mitigation Plan ("LHMP") in February 2024. FEMA approved the City's plan in April 2025.

The LHMP was completed with considerations for changes in community development, impacts of climate change, and considerations for impacted (vulnerable) communities. The LHMP included a new Threat and Hazard Identification and Risk Assessment ("THIRA") and mitigation actions. The THIRA is a tool that allows a jurisdiction to understand its threats and hazards and how the impacts may vary according to time of occurrence, season, location, and other community factors. This knowledge helps a

jurisdiction establish informed and defensible targets. There are multiple tools used to track assets and identify risks and vulnerabilities.

The table below presents the local hazard ranking for the City of Oakley of all hazards of concern listed in Volume 1 (Planning Area-wide Elements) of the LHMP. The LHMP primarily uses data from HAZUS, a nationally applicable standardized methodology utilized by the Federal Emergency Management Agency ("FEMA"). HAZUS contains models for estimating potential losses from specified disasters. The ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property, and the economy.

Hazard Ranking	Hazard Event	Category
1	Earthquake	High
2	Flood (Riverine/Creek)	High
3	Dam and Levee Failure	High
4	Heavy Rainfall *(Severe Weather)*	High
5	Flood (Urban/Flash Flood)	High
6	Strong Winds/ Damaging Winds *(Severe Weather)*	Medium
7	Severe Thunderstorm *(Severe Weather)*	Medium
8	Wildfire[2]	Medium
9	Utility Interruptions	Medium
10	Heat Wave/ Extreme Heat *(Severe Weather)*	Medium
11	Drought	Medium
12	Hazardous Materials Incidents	Medium
13	Sea Level Rise	Medium
14	Climate Change	Medium
15	Cybersecurity Threats	Medium
16	Active Shooter Incidents	Medium
17	Terrorism (Weapons of Mass Destruction)	Medium
18	Landslide	Low
19	Tornado *(Severe Weather)*	Low
20	Tsunami	Low

The FEMA National Risk Index ("NRI") defines risk as the potential for negative impacts as a result of a natural hazard. Community resilience measures the ability of a community to prepare for anticipated natural hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions. The Risk Index Score for Oakley is 80.7, Very High,

[2] While the LHMP ranks wildfire as a medium *risk* for Oakley, as of May 19, 2025, the updated draft Fire Hazard Severity Zones Local Responsibility Area maps exclude Oakley from being in a Fire Hazard Zone. "The maps evaluate 'Hazard', not 'Risk…", and "Hazard is based on physical conditions that create expected fire behavior over a 50-year period without considering short-term modifications. Risk is the potential damage a fire can do under existing conditions…."

and the Community Resilience Rating is 66.4, Relatively High, in the 2024 Local Hazard Mitigation Plan.

Top 10 Ranking Hazard Events

Earthquake
Earthquakes are unpredictable. They vary significantly in size and intensity and can cause devastation. Although infrequent, significant earthquakes have tremendous potential for loss of life, property damage, and the environment. The City of Oakley lies near the Hayward fault, the San Andreas fault, the Antioch fault, the Calaveras fault, the Concord fault, the Greenville fault, and the Diablo fault. Major movement of any one of these faults could be a cause of moderate to severe damage to structures and infrastructure. Trains pass through Oakley and may be caused to stop in Oakley in the event of a major earthquake. Passengers may want to seek help or shelter in Oakley. There are several major pipelines that pass through portions of the city. These pipelines carry petroleum products, domestic water, natural gas, and other products. Finally, the City hosts several roads that facilitate the travel of commuters to and from their places of work. Disruption of any of these systems could result in the loss of service and or the release of hazardous materials.

Flood (Riverine/Creek and Urban/Flash Flood)
Flooding poses a severe risk to life, property, the environment, public health and safety, and the economic impact of affected areas. During heavy rainstorms, water levels can rise quickly, especially in small streams and near the headwaters of river basins. Flash floods can begin before the rain stops falling.

The elderly and individuals with Access and Functional Needs may have physical limitations that make it harder to evacuate during an extreme flooding event.

Dam and Levee Failure
Although rare, dam failures can cause sudden and catastrophic flooding in communities downstream leading to injury, loss of life, and significant property damage. Some of the primary causes of collapse and structural failure of a dam are severe storms, earthquakes, internal erosion of piping and foundation leakage. Levees are considered manufactured structures, usually earthen embankments, and are constructed to contain, control, or divert a water flow to protect the land from peak flood levels or to protect land below sea level. Two types of levees are present in the San Joaquin-Sacramento River Delta area:

- Project levees are part of an authorized federal flood control project on the Sacramento-San Joaquin River Delta system; these levees deliver irrigation and drinking water. Contra Costa County maintains over 385 miles of project levees built to the highest level of flood protection standards and inspected by the U.S. Army Corps of Engineers.

- All other levees in the Delta are "non-project" or "local" levees. These levees, totaling 730 miles in length, are maintained by local reclamation districts.

Oakley has secondary dry levees within four existing residential communities and two planned residential communities, but if the County's perimeter levees fail, especially in the far east end of the city, it would impact the City's infrastructure and evacuation routes.

Severe Weather – Heavy Rainfall/Strong Winds/Damaging Winds/Severe Thunderstorm/ Heat Wave/ Extreme Heat
Severe weather refers to any dangerous meteorological phenomena that can cause damage, severe social disruption, or loss of human life. It is important to note that when “severe weather” is used, it refers to many sub-hazards in aggregate. It includes heavy rainfall, strong and/or damaging winds, several thunderstorms, heat waves/extreme heat thunderstorms, downbursts, and tornadoes. All weather-related emergencies can cause damage, severe social disruption, or loss of human life, especially amongst those experiencing homelessness, those considered medically fragile, and the elderly population.

The City Oakley has extreme heat during the summer months which can uniquely impact seniors and residents with access and functional needs who do not have air conditioning and cannot access a local cooling center. Furthermore, heat wave/extreme heat events can cause power outages which can affect those that are electrically dependent.

Wildfire
Oakley is located to the east of Mount Diablo. The prevailing winds are generally from the south to the north-west. July through November have the greatest potential for wildland fires as vegetation dries out, humidity levels fall, and offshore winds blow. The greatest fire danger exists in neighborhoods that surround the large open range areas within the city. A wind-driven fire in these open areas could spread quickly within neighborhoods, causing significant damage to many of the homes in the neighborhoods.

As of September 2025, the updated draft California Fire Hazard Severity Zones Local Responsibility Area maps do not place Oakley in any Fire Hazard Severity Zone, however there is the risk of potential damage from a fire with dry summer fuels, low humidity, winds, and narrow roads. If a large fire occurs, evacuating residents will be a concern.

Utility Interruptions
A levee breach or roadway washout could impact underground utilities along Bridgehead Road.

The Oakley Annex (Table 13) lists the several key vulnerabilities and impacts for the City of Oakley for all 20 hazard events.

1.4 Capability Assessment

The City of Oakley maintains a modest roster of full-time employees, which limits the number of employees available to respond to and assist in an emergency.

Functional Area	Provider
Fire	Fire/Rescue Services are provided through the Contra Costa Fire Protection District. Fire resources are currently housed at two fire stations within Oakley. Fire resources may be dedicated to incidents outside of the city in a large-scale disaster/emergency.
Medical	Emergency medical services are provided by AMR through a contract with the Contra Costa Fire Protection District. There is no dedicated hospital or large-scale public health facility in Oakley.
Public Works	Many Public Works functions are provided by contracted services. City staff manage the contracted services. The department possesses light hand tools, medium duty vehicles, and some light construction equipment. In an emergency, Staff cannot guarantee contracted workers will be dedicated to the City.
Police	Police services are provided by City employees. As such, they are personnel assets of the City in a time of disaster/emergency. Not all officers and civilian staff reside in Oakley and may be delayed due to road conditions. The department has an emergency recall policy and procedure. The police department must provide two officers as a part of the Mutual Aid Mobile Field Force (MAMFF), which is managed by the Contra Costa County Sheriff's Office. Civilian employees within the Police Department are expected to respond to the City when called upon during a disaster.
Recreation	The Recreation Center may serve as the City's shelter in case of emergencies. Potential shelter locations are addressed in the Care and Shelter Annex (in development). There are four full-time employees. A varying number of part-time and seasonal Recreation Aides and Leaders are employed in the Recreation Division, but availability is uncertain if called upon during a disaster.

1.5 Mitigation

Oakley has taken mitigation measures to minimize the impact that is likely to result from a natural disaster. The Oakey Annex to the County LHMP identifies mitigation efforts to reduce the likelihood that a defined natural hazard will impact the community. As the cost of damage from natural disasters continues to increase, Oakley recognizes the importance of identifying effective ways to reduce vulnerability to disastrous events.

1.6 Planning Assumptions

The following assumptions were considered in the development of this plan:

1. Emergency management activities will be accomplished using the Standardized Emergency Management System (“SEMS”) and the National Incident Management System (“NIMS”).
2. Emergency response is best coordinated at the lowest level of government involved in the emergency.
3. Emergencies may cause casualties, fatalities and displace people from their homes.
4. An emergency can cause damage to property, interrupt public services, damage infrastructure and harm the environment.
5. The greater the complexity, impact and geographic scope of an emergency, the more multiagency coordination will be required.
6. Mutual aid is requested when needed and provided as available.
7. Neighboring cities, counties and the state government may come to the aid of local areas.
8. Oakley's whole community approach serves and integrates people with disabilities and others with access and functional needs, to include multilingual support.
9. Mitigation activities conducted prior to the occurrence of a disaster will result in a potential reduction in the loss of life, injuries, and damage.
10. Support plans and procedures are updated and maintained by responsible parties.

SECTION II: ORGANIZATION

2.1 Organization

This section provides an overview of the key roles of EOC staff during an incident or exercise. When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several subfunctions that need to be activated. The City of Oakley has assigned personnel to each of the EOC positions. Specific EOC staffing assignments are subject to change from time to time based upon turnover of City staff.

EOC staff members will carry out their assignments and accomplish their responsibilities using the Incident Command System. See the EOC Position Checklists in CEMP Volume 3, Tools and Supporting Documents, which describe duties of each role and in the EOC "Go Boxes." EOC "Go Boxes" are maintained in the EOC to assist in establishing sections during an emergency. A typical "Go Box" may also include reference materials such as directories, resource lists, and guidebooks.

2.2 Incident Command System

The **Incident Command System (ICS)** is used for the command, control, and coordination of emergency response. ICS incorporates personnel, policies, procedures, facilities, and equipment integrated into a common organizational structure designed to improve emergency response operations of all types and complexities. Below are a few characteristics of ICS:

- Span of control
- Personnel accountability
- Common terminology
- Resources management
- Integrated communications

ICS Sections	EOC Role
Management	Responsible for overall emergency policy and coordination. Establishes incident objectives, strategies, and priorities.
Operations	Responsible for coordinating support to response activities through the implementation of the EOC Emergency Action Plan ("EAP").
Planning and Intelligence	Responsible for collecting, analyzing, and disseminating information. Develops the Emergency Operations Center Emergency Action Plan ("EAP") in coordination with other sections and maintains documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.
Finance and Administration	Monitors costs related to the incident. Provides accounting, procurement, time recording, cost analysis and recovery.

2.3 City of Oakley Emergency Management Organization

The City of Oakley's EOC operates under the Standardized Emergency Management System ("SEMS") and the National Incident Management System ("NIMS").

The City Manager will direct the emergency management organization, serving as the Director of Emergency Services. The Director of Emergency Services is responsible for implementing this Emergency Operations Plan ("EOP") through the efforts of the City's EOC. The City's EOC is organized following the functions and principles of SEMS.

Within the emergency organization, departments and agencies have specified roles and responsibilities for certain functions. A listing of each functional area with its assigned duties is described in Sections V and VI of this Emergency Operations Plan.

2.4 Role of Public Employees

California Government Code, Section 3100, Title 1, Division 4, Chapter 4 states that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The law applies when:

- A local emergency has been proclaimed.
- A state of emergency has been proclaimed.
- A federal disaster declaration has been made.

2.5 Continuity of Government

A disaster could kill or injure key government officials and destroy essential buildings and records. Order, leadership and authority will be essential. Therefore, local government must continue to function. Alternate buildings, officials, and records will prove to be invaluable.

Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. The California Government Code and the State Constitution provide legal authority for the continuity and preservation of state and local government. The successors to each member of the City Council, referred to as the Emergency Standby Officers, are appointed in January in odd-numbered years (following the General Municipal Election) for two-year terms.

In the aftermath and during the reconstruction period, essential government services must continue to function. Applicable portions of the California Government Code Section

8643(b) and the State Constitution provide authority for the continuity and preservation of state and local government.

2.5.1 Responsibilities

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery.

2.5.2 Preservation of Essential Records

Each level of government should protect its essential records. The determination of the records to be preserved rests with the custodian of the records, the City Clerk in Oakley. Record depositories should be located well away from potential danger zones and housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that:

- The rights and interests of individuals, corporations, other entities, and governments are preserved.
- Records will be available during emergency operations and later, for reestablishing normal governmental activities.

There are three types of records considered essential, those that are required to:

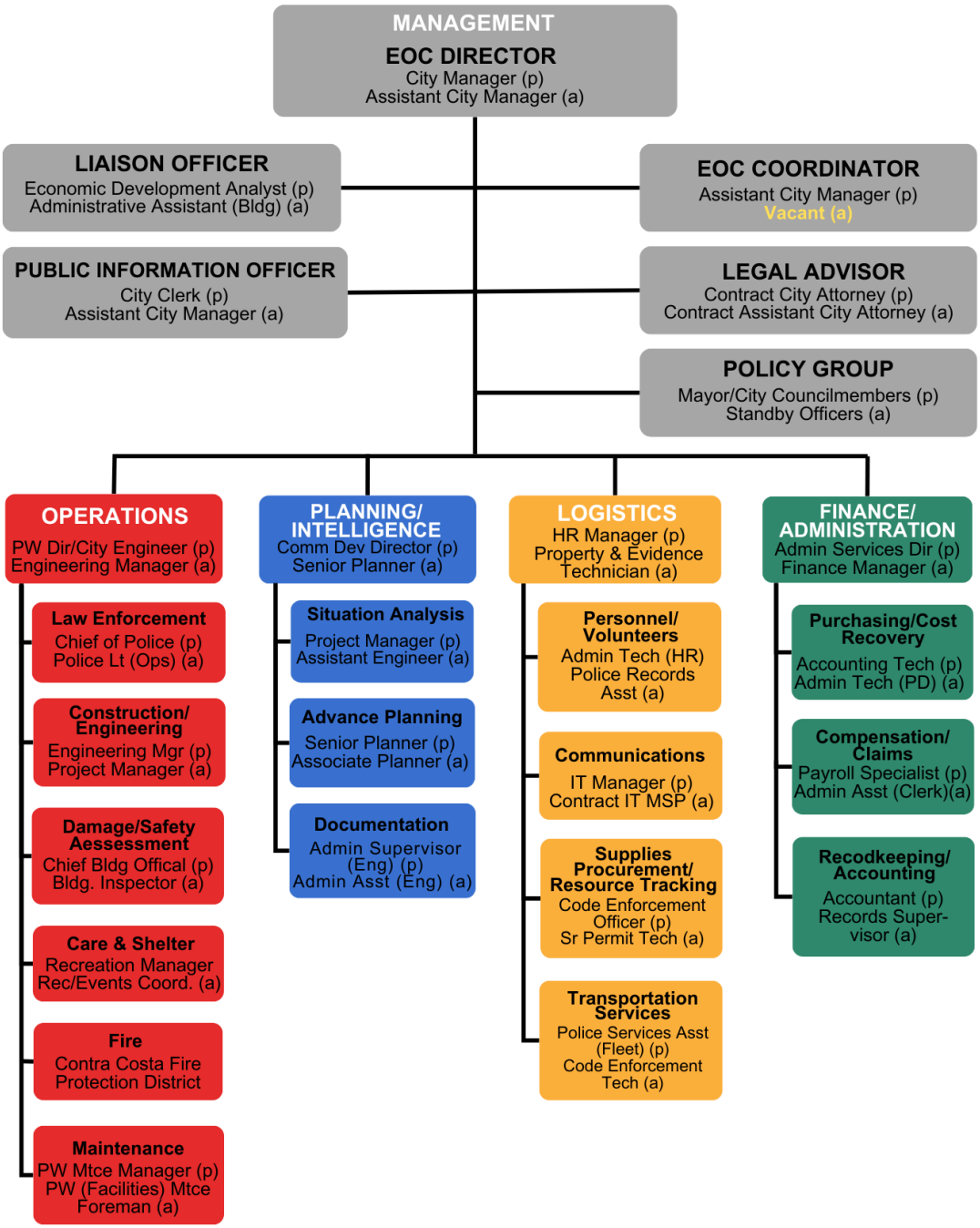
- Protect the rights and interests of individuals. These include vital statistics, license registers and articles of incorporation.
- Conduct emergency operations. These would include utility systems maps, locations of emergency supplies and equipment, emergency operations plans and procedures, lines of succession and lists of regular and auxiliary personnel.
- Re-establish normal government functions and protect the rights and interests of government. Constitutions, charters, statutes, ordinances, court records, official proceedings and financial records would be included here.

2.6 EOC Staff

The City of Oakley EOC Staff is responsible for coordinating the resources, strategies, and policy for any event within the city that exceeds the capabilities of first responders. Tactical control remains the responsibility of Field Incident Commanders (ICs) at all times.

The EOC is staffed according to who is available to respond to the EOC initially. Positions are replaced as additional EOC staff arrive with more subject matter expertise. Depending on the length of the operational period, staff may be identified as either A or B shift. These shifts will typically rotate every 12 hours. Additional factors that impact EOC staffing are the size and nature of the incident coupled with the jurisdictional boundaries where the incident occurred.

EMERGENCY OPERATIONS CENTER ORGANIZATIONAL CHART



"(p)" = primary; "(a)" = alternate

The City of Oakley EOC is comprised of the following sections:

2.6.1 Management

The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function facilitates executive decision making in support of the incident response, implements the polices established by the governing bodies and facilitates the activities of the Multi Agency Coordination ("MAC") Group.

The City Manager is the Director of Emergency Services, serves as the EOC Director when the EOC is activated. The Assistant City Manager serves as the Assistant Director of Emergency Services and as such, is responsible for maintaining the EOP and the EOC.

The Management Section includes the Policy Group, which is responsible for continuity of government, defining policy and short and long-range recovery planning. The Policy Group, which consists of the Mayor and City Council (or their Standby Officers), will receive periodic briefings from the EOC Director.

The Management Section staff are specifically designated, report directly to the EOC Director, and are assigned responsibility for key activities that are not a part of the General Staff functional elements.

Four Management Staff positions are identified in the EOC organization: EOC Coordinator, Liaison Officer, Public Information Officer and Legal Advisor. Additional positions may be required, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific requirements established by the EOC Director. These typically would be an Agency Representative.

Public Information Officer ("PIO") – The Public Information Officer is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information on the incident's cause, size, and current situation, resources committed, and other matters of general interest for both internal and external audiences. The PIO may also perform a key public information-monitoring role. Whether the command structure is single or unified, only one Public Information Officer should be designated per incident. Assistants may be assigned from other involved agencies, departments, or organizations. The EOC Director must approve the release of all incident-related information. In large-scale incidents or where multiple command posts are established, the Public Information Officer should participate in or lead the Joint Information Center ("JIC") to ensure consistency in the provision of information to the public.

EOC Coordinator – The EOC Coordinator is typically the person who has the overall best knowledge of the EOC facility, communications, support services and the City's

Comprehensive Emergency Management Plan ("CEMP"). The EOC Coordinator is responsible for facilitating the overall functioning of the EOC, assisting and serving as an advisor to the EOC Director and General Staff as needed and ensuring that a safe working environment, including the health, wellness and safety of EOC staff is established and maintained within the EOC.

Legal Advisor – The Legal Advisor is assigned directly to the Management Staff to advise the EOC Director on legal matters and documentation, such as emergency proclamations, the legality of evacuation and quarantine orders, and legal rights and restrictions pertaining to media access.

Liaison Officer – The Liaison Officer is the EOC Director's point of contact for representatives of the field, EOC, and other governmental agencies to provide input on their agency's policies, resource availability, and other incident-related matters. Under a Field/EOC structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Agency and organizational representatives assigned to an incident must have the authority to speak for their parent agencies or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations, public or private, involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.

Additional Management Staff positions may also be necessary, depending on the nature and location(s) of the incident or specific requirements established by the EOC Director. Agency Representatives are individuals designated by assisting agencies for the purpose of making authoritative decisions on matters affecting the agency's participation in the incident. They report directly to the EOC Director or Liaison Officer.

During an activation of the EOC, the EOC Director will publish an ICS Form 203 that depicts the General Staff responsible for the functional aspects of the EOC. The General Staff typically consists of the Operations, Planning/Intelligence, Logistics, and Finance/Administration Section Chiefs. Branches of the Operations Section may be functional, geographic, or both, depending on the circumstances of the incident. In a time of disaster, there may be a delay in filling all of the functional roles that may be needed. Priority of fill should be given to:

1. Operations
2. Communications
3. PIO
4. Logistics
5. Planning and Intelligence
6. Finance and Administration

2.6.2 Operations

The Operations ("Ops") Section in the EOC acts as the primary point of contact between the EOC and Field Incident Commands. Staff assigned to the EOC Operations Section receive incoming situation reports, department status, resource requests and field intelligence. Incoming information is routed by Ops staff to the appropriate EOC section for action. Ops provides information from the EOC to Field Incident Commands, as appropriate.

The Operations Section Chief position will depend on the type of incident. In general, the primary Operations Section Chief is the Public Works/Director/City Engineer. During a pandemic, the Operations Chief may be a medical professional. During civil unrest, the Operations Chief may be from Law Enforcement. An Operations Section Chief should be designated for each Operational Period, and responsibilities include direct involvement in the development of the Incident and/or Emergency Action Plan. The Operations Section Chief is responsible to the EOC Director for the direct management of all incident-related tactical activities. The Operations Section Chief will establish tactics for the assigned Operational Period.

The EOC Organizational Chart identifies seven Ops branches, two of which are managed by outside agencies:

- Law Enforcement
- Construction/Engineering
- Damage/Safety Assessment
- Health & Welfare (Supported by Contra Costa County Health Department)
- Care & Shelter (Coordinated with American Red Cross)
- Fire & Rescue (Contra Costa Fire Protection District)
- Maintenance

Additional branches are established when the number of Divisions or Groups exceeds the recommended span of control for the Operations Section Chief and/or existing branches.

Staging Areas (Field/EOC) – Staging Areas are established for the temporary location of available resources. Staging Areas will be established by the Operations Section Chief to enable positioning of and accounting for resources not immediately assigned. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment. For example, the City's EOC may include Staging Areas for volunteers. Staging Areas may also include temporary feeding, fueling, and sanitation services. The Operations Section Chief assigns a manager for each Staging Area, who checks in all incoming resources, dispatches

resources at the Operations Section Chief's request, and requests Logistics Section support, as necessary, for resources located in the Staging Area.

2.6.3 Planning and Intelligence

The Planning and Intelligence Section ("Plans") is responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Emergency Action Plan ("EAP") at the EOC. The Planning and Intelligence Section also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Branch Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems ("GIS") priorities, compile and maintain documentation, conduct advance planning, manage technical specialists, and coordinate demobilization. Additional information may be obtained from the filed Incident Action Plan.

The Community Development Director is the primary Section Chief for Planning & Intelligence.

The EOC Organizational Chart identifies three primary units:

- Situational Analysis Unit – Responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.
- Advance Planning Unit – Responsible for reviewing all available status reports, Emergency Action Plans, and other significant documents to determine potential future impacts of the emergency.
- Documentation Unit – Responsible for collecting, recording, and safeguarding all documents relevant to the incident.

Technical Specialist(s) personnel with special skills that can be used anywhere within the organization, may be assigned as needed and available.

2.6.4 Logistics

The Logistics ("Logs") Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the emergency. Unified ordering takes place through Logs to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, personnel, supplies, facilities, and ground support.

Logistics staff are responsible for issuing purchase orders, conducting solicitations, and managing vendor registration. In the event of an emergency, the Finance and Administration Section can assist in locating produce and service providers. Contra Costa County Purchasing maintains a vendor database and can provide logistical support in locating and contracting with vendors for supplies, equipment, and services.

The Human Resources Manager is the primary Section Chief for Logistics.

The EOC Organizational Chart identifies four primary units:

- Personnel/Volunteers Unit – Responsible for providing the coordination of city employees, registration of volunteers, and workforce management.
- Communications Unit – Major responsibilities include effective communications planning as well as acquiring, setting up, maintaining, and accounting for communications equipment within the EOC.
- Supplies Procurement/ Resource Tracking Unit – Due to staff size, these two units have been combined in Oakley. The Unit orders, receives, stores, processes, and records the status of all resources, personnel, and supplies committed to the incident. This Unit also evaluates resources committed currently to the incident, the effects additional responding resources will have on the incident and anticipates resource needs.
- Transportation Services Unit – Provides all ground transportation during an incident. The Unit is responsible for providing vehicles to move people and equipment to and from the Emergency Operations Center, to and from incident(s), and for public evacuation and sheltering, if required. In conjunction with providing transportation, the Unit is also responsible for maintaining and supplying vehicles, keeping usage records, and developing incident Traffic Plans.

2.6.5 Finance and Administration

The Finance and Administration Section is responsible for financial and cost analysis of the emergency and for any administrative aspects not handled by the other sections. As needed, Unit Leaders are appointed for personnel time recording, compensation and claims, vendor contract negotiation and monitoring and recovery activities.

The Administrative Services Director is the primary Section Chief for Finance and Administration. The Chief must track and report to the EOC Director the accrued cost as the incident progresses. This allows the EOC Director to forecast the need for additional funds before operations are negatively affected. Within the Finance and Administration Section, three primary units fulfill functional requirements:

- Purchasing and Cost Recovery Unit: Due to staff size, these two units have been combined in Oakley. The Unit is responsible for financial matters concerning vendor contracts, tracking costs, analyzing cost data, and making estimates
- Compensation – The Unit is responsible for tracking personnel time.
- Claims Unit –The Unit is responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

2.7 Standardized Emergency Management System

The Standardized Emergency Management System ("SEMS") is the system required by Government Code Section 8607(a) for managing emergencies involving multiple jurisdictions and agencies. SEMS consists of five organizational levels, which are activated as necessary.

SEMS incorporates the functions and principles of the Incident Command System ("ICS"), the Master Mutual Aid Agreement ("MMAA"), existing mutual aid systems, the operational area concept and multi-agency or inter-agency coordination.

Local governments must use SEMS to be eligible for funding of their response-related costs under state disaster assistance programs. SEMS is intended to:

- Facilitate the flow of information within and between levels of the system.
- Facilitate coordination among all responding agencies.

The use of SEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. The use of SEMS will reduce the incidence of poor coordination and communications and reduce resource ordering duplication. SEMS is designed to be flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

SEMS requires the following functions to be provided at the local government and operational area levels:

- **Field** – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.
- **Local Government (City)** – The local government level of emergency management manages and coordinates the overall emergency response and recovery activities within a local government's jurisdiction. Local governments include the county, cities, cities and counties, school districts and special districts. The local government level is activated when field response level agencies determine that they need support from a higher level – or when the governing body determines the need to activate. This section of the Plan pertains to emergencies that rise to the local government level within the City of Oakley.
- **Operational Area ("OA")/County** – An OA is the intermediate level of the state's emergency management organization which encompasses a county's boundaries, and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the OA may have statutory

authorities for response like those at the local level. **The Contra Costa County Sheriff's Office of Emergency Services operates the Operational Area EOC within our County.**

- **Region** – The Regional level manages and coordinates information and resources among operational areas within the mutual aid region, and between the OA and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region. California is divided into three California Emergency Management Agency ("Cal OES") Administrative Regions - Inland, Coastal and Southern, which are further divided into six mutual aid regions. The regional level operates out of the Regional Emergency Operations Center ("REOC"). Contra Costa County is part of the Coastal Region, Mutual Aid Region II. The Alameda County Sheriff's Office is the Regional Coordinator for law enforcement resources.
- **State** – The state level of SEMS prioritizes tasks and coordinates state resources in response to requests from the regional level and coordinates mutual aid among the mutual aid regions and between the regional and state levels. The state level also serves as the coordination and communication link between the state and the federal emergency response systems. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency ("FEMA") when federal assistance is requested. The state level operates out of the State Operations Center ("SOC") in Sacramento.

The Field and EOC functions are further illustrated in the following chart:

Primary SEMS Function	Field Level	EOC Level
Command/Field Management/ EOC	Command is responsible for directing, ordering, and/or controlling resources.	Management is responsible for facilitation of overall policy, coordination, and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning and Intelligence	The collection, evaluation, documentation, and use of intelligence related to the incident.	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdictional activities.
Logistics	Providing facilities, services, personnel,	Providing facilities, services, personnel, equipment, and materials in support of all jurisdictional activities as required.

	equipment, and materials in support of the incident.	
Finance and Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident, including recovery.

2.8 National Incident Management System

The National Incident Management System (“NIMS”) is a system mandated by Homeland Security Presidential Directive 5 (“HSPD-5”) that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS is not specific to one type of incident, rather it incorporates an "all hazards" approach in managing incidents.

To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the Incident Command System (“ICS”); multi-agency coordination systems (“MACS”) training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

The National Response Framework (NRF) is mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. Local governments must use NIMS to be eligible for federal preparedness grants.

2.8.1 NIMS Vest Colors

Each section in ICS provides a key management function for the emergency response. It should be remembered that only those sections required for the emergency response are activated. Sections can be activated and deactivated multiple times during an incident. The person who makes this decision regarding opening or closing sections is the EOC Director or Incident Commander. NIMS uses color-coding for sections to serve as visual aids for staff involved in the operation. Staff involved in the emergency response wear a vest that is the color that corresponds to the NIMS section color and is labeled with their emergency response functional role title. This allows all other personnel to immediately identify which section the worker is assigned to. The colors are:

Command Staff: White
Operations Section: Red
Logistics Section: Yellow
Planning and Intelligence Section: Blue
Finance & Administration Section: Green

SEMS/NIMS
EMERGENCY ACTIVITIES FLOW CHART

DISASTER EVENT OCCURS

↓

Director of Emergency Services determines extent of EOC activation

↓

Make notifications of EOC activation to elected officials and City staff

↓

Set up EOC

↓

Make notifications of EOC activation to outside agencies: Op Area, DMAC, Sheriff Station, neighboring cities, and others

↓

EOC briefing regarding current status

↓

Begin initial EOC operations

↓

Sustained EOC operations and begin initial recovery planning

↓

Extended recovery operations

↓

Deactivation/Demobilization of EOC

↓

Debriefing and critique of incident

↓

After-Action Report (AAR)/Corrective Action Report (CAR)

↓

Revision of EOP/SOPs/SOGs based on AAR/CAR

↓

Recovery operations continue

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SECTION III: OPERATIONS

3.1 Emergency Operations Center

The EOC is the location from which centralized management of an emergency response is performed. The use of an EOC is standard practice in emergency management.

The Director and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all City of Oakley emergency operations, and coordination with other agencies and the Operational Area EOC.

The EOC is partially or fully activated by the Director, according to the requirements of the situation.

The EOC is organized according to SEMS and NIMS, as noted earlier in this plan. The Director and the section chiefs serve as the EOC management team, along with the Public Information Officer, Safety Officer, Legal Advisor and Liaison Officer.

3.1.1 EOC Locations

Primary EOC

The City's Primary EOC is located at City Hall in the City Council Chambers, 3231 Main Street, Oakley, CA 94561. If this location is unsuitable for the establishment of the EOC, the location may be moved to another governmental agency facility outside of the hazard area at the discretion of the EOC Director.

First Alternate EOC

Oakley Police Department, 3231 Main Street. The police department may be used when there is a partial activation or when the EOC is activated in a monitoring role.

Emergency Services Trailers

Trailer 1 — Power, Barricades and Pop-up Canopies

The trailer is stored in the Police Department parking lot.

3.1.2 DOC Locations

The City may activate Department Operating Centers (“DOCs”) to support the City's EOC or as a part of a multijurisdictional response. The Director may activate the following DOCs:

- Public Works Departmental Operations Center (DOC)
- Police Department Operations Center (DOC)

3.2 Goals

Incident goals govern resource allocation and response strategies for the City during an emergency. Below is a list of operational priorities:

- **Save Lives** - The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
- **Protect Property** – Efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – Efforts must be made to preserve the City's environment and protect it from damage during an emergency.
- **Restore Essential Services** – Power, water, sanitation, communication, transportation, and other essential services must be restored as rapidly as possible to assist the community in returning to normal daily activities.

3.3 Objectives

To optimize the accomplishment of any disaster mission, the EOC staff at the local government and operational area levels will consider how to do the following:

- **Mitigate Hazards** – As soon as practical, suppress, reduce, or eliminate hazards and/or risks to persons, property, and environment during the disaster response. Lessen the actual or potential effects and/or consequences of future emergencies.
- **Meet Basic Human Needs** – Supply resources to meet basic human needs, including food, water, shelter, medical treatment, and security during the emergency. Provisions will be made for temporary housing, general needs assistance and support.
- **Address Needs of People with Access and Functional Needs** – People with access and functional needs may be more vulnerable to harm during and after an emergency. The needs of people with access and functional needs must be considered and addressed. This includes the elderly, children and those with pets or service animals.
- **Support Community and Economic Recovery** – After a disaster, it is crucial to restore government, individual/household and economic functions in the community. Recovery involves the development, coordination and implementation of operations, services, infrastructure, facilities, and programs. Immediate recovery is typically measured in weeks or months. Long term recovery is measured in the years following the incident.

3.4 Coordination

The EOC staff will coordinate resource requests from incident command posts and the various sections within the EOC. If requests exceed the supply in the city, the Operations Section will provide resources based on established priorities.

If resources are not available within the city, requests will be made to the Operational Area EOC ("OA"). The OA will coordinate resources obtained from the EOCs throughout the Operational Area ("OpArea").

If resources are not available in the OpArea, the OA will request them from the Regional Operations Center ("REOC"). If the REOC cannot supply the resource, it will request it from the State.

3.5 Response Activities

During the response phase, emphasis is placed on control of the situation, saving lives and minimizing the effects of the disaster. Below is a partial list of actions to be taken:

- **Alert and Notification** – Local response agencies are alerted about an incident. Notifications go out to first responders as well as the public.
- **Incident Response** – Immediate response is accomplished within the county by local first responders.
- **Resource Mobilization** – Response agencies activate personnel and mobilize to support the incident response in accordance with standard operating procedures. As an incident escalates and expands, additional resources are activated and mobilized to support the response. This includes resources from within the county, or, when resources are exhausted, from surrounding jurisdictions.
- **Incident Command** – Incident command is established in the field. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources and includes a common communications plan. If multiple jurisdictions or agencies are involved, a Unified Incident Command Post ("ICP") may be established to facilitate multi-jurisdictional and multi-agency policy decisions.
- **Health and Safety** – During response and recovery, staff will monitor and assess safety hazards or unsafe situations to help ensure personnel safety. Staff will routinely inspect and correct any deficiencies in all operating environments. This will include but is not limited to ensuring EOC and field personnel are not over stressed or working extended periods that may jeopardize their health.

3.6 DOC Activation

A City DOC may activate in support of an incident affecting their department. These DOCs are staffed by their respective department or agency personnel. **In Oakley, if the City EOC is fully activated, there will not be enough resources (people) to staff both a DOC and an EOC, so all resources will be transferred to the EOC.**

3.7 EOC Organization

When activated, the five primary EOC functions may be established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established.

The functions described in Section VI include activities that may need to be activated during an EOC activation for the Management Section at the City's EOC. Some variations in duties and responsibilities may be found at different SEMS levels.

Staff assigned to the Emergency Operations Center organization cannot always predict an EOC activation. When you receive a call requesting your assistance, please advise the caller:

- When you can be expected.
- If you need transportation.
- If you are unable to work the shift requested, what other hours when you would be available.

3.8 EOC Activation

The City EOC is activated in the event of a natural or human-caused disaster when the routine availability of resources requires support and/or augmentation. City EOC Activation is ordered by the City Manager or from the staff listed below:

- Assistant City Manager
- Chief of Police
- City Attorney

The City official who decides to activate the EOC will implement the Standardized Emergency Management System ("SEMS") as appropriate for the scope of the emergency and the City's role in response to the emergency. He/she may function from the EOC or from other locations depending on the situation. City staff will be

When you arrive:

- Check in at staging.
- Obtain an assignment and head to your section.
- Obtain an ICS vest.
- Obtain a radio or telephone (if needed).

notified and activated (if necessary) by an EOC representative.

If it is determined that the EOC should be activated, there are two types of activations:

3.8.1 Partial Activation

The EOC is activated, but only some of the positions are filled. This may involve a smaller emergency that a limited number of responders can handle, it might involve the early stages of an expanding disaster, or it might involve the late stages of a response prior to deactivation of the EOC. In a partial activation, the appropriate staff, as directed, should report to the EOC. This may include the Management Section and Operations Section along with the Planning/Intelligence Section Chief, the Logistics Chief, and the Finance/Administration Chief. Other staff may be assigned depending on the nature and magnitude of the emergency.

EOC Startup Procedures:

- Contact staff and ask that they respond to the EOC. Consider requesting resources from:
  - ✓ CC Fire Protection District
  - ✓ Red Cross
  - ✓ Salvation Army
  - ✓ CERT (when restarted)
- Open the EOC.
- Collect and set up the EOC equipment.
- Establish an entry control point to ensure only authorized personnel enter.
- Activate all systems in the EOC (radio, telephone, TVs, etc.).
- Implement the Communications Plan.
- Notify the County EOC of City EOC activation.
- Contact other local EOCs to exchange contact information.
- Establish sign-in and position assignment rosters.
- Contact the County Community Warning System (“CWS”) to provide information to residents.

3.8.2 Full Activation

The EOC is activated, and all or most of the positions are filled. This involves an emergency requiring all-out coordination and response effort.

3.8.3 Notice of Activation

The City maintains a current listing of all designated EOC responders. Upon the determination to activate the City's EOC, the City Manager or designee will notify the EOC Section Chiefs and City Leadership Team via phone and/or text to determine their status and availability to report to the EOC. The Section Chiefs are responsible for notifying their Section staff via phone and/or text to determine their status and availability to report to the EOC. Provide the location of the EOC in your message.

City Staff Reporting and Alerting Procedures – If disaster strikes while employees are at work, they are expected to remain on duty for disaster service until they are dismissed or relieved. If disaster strikes while employees are at home, they should report back according to their department’s reporting procedure. If phone lines are down, employees can report back to their normal duty station if it is safe to do so or to the City’s EOC if they

have a pre-assigned role there. Employees should turn on the television and/or listen to KCBS radio (740 AM) (or KFBK radio 1530 AM if the issue is Sacramento or Delta-based) for information and instructions. If it is not safe for employees to travel back to their duty station after a disaster, they can consider volunteering their services in the city where they live.

Outside Agency Notifications – If the EOC has been activated, the Operations Section Chief or designated staff should verify that the appropriate outside agency notifications were completed. The Planning/Intelligence Section Chief should provide situation status information (see Incident Command System Form 209) to the Operational Area EOC at least once per Operational Period (12 hours), or as requested.

Public Notifications/Alerts – Notifications to the public are made by the City using standard media, the radio, the Nixle notification system, the City's website (alerts module), and social media sites like Facebook, Instagram, X and NextDoor. The Public Information Officer may also disseminate messages through KCBS radio 740 AM in San Francisco, CA which can be heard throughout the San Francisco Bay Area. The Community Warning System ("CWS") is Contra Costa County's official emergency alert system. CWS alerts may be issued at the request of County Officials—such as law enforcement, fire agencies, or the County Health Officer—to warn people in affected areas that they are, or may soon be, in danger and should take immediate protective action to protect life or health.

Alert and Warning Considerations for People with Access and Functional Needs – Depending on the situation, numerous forms of alert and warning may be required to reach the entire population, including those without hearing or eyesight or who speak a different language. The City should be aware of any mental health facilities or providers of In-Home Support Services ("IHSS") services within the community. The types of important information to deliver to Access and Functional Needs ("AFN") populations include the location of shelters and food, availability of transportation and health care locations and availability. Considerations for these specific populations should be addressed prior to a disaster and communicated to the affected populations. Alert and warning methods for the AFN population include:

- Text Telephones/Telecommunications Device for the Deaf (TTY/TDD) for foreign language translation
- Contra Costa Crisis Center 2-1-1 Information and Referral Service

3.8.4 Local EOC Activation

Local jurisdictions activate their EOCs based on the magnitude or need for more coordinated management of an emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. Local EOCs support field operations by coordinating resources. Local EOCs may activate in support of local DOCs.

3.8.4.1 Automatic EOC Activation

A minimum of a Partial EOC Activation will be initiated when an earthquake of 6.0 or greater magnitude occurs within a 50-mile radius of the City, or a 7.0 earthquake occurs within the nine (9) county Bay Area, where the City of Oakley may have suffered serious damage, or where City manpower may be seriously impacted.

Automatic Activation:
After a large earthquake or other significant emergency, we should expect that if Oakley is not affected, we may be tasked to move resources into the affected area. The EOC is activated to receive those requests. Requests for resources that can be met should be filled and the resource deployed.

3.8.5 Operational Area ("OA") EOC Activation

If one or more City/Special District EOC is/are activated, or if the event requires resources outside the affected jurisdiction, the Operational Area EOC may activate. The OA EOC may also activate if a local emergency is proclaimed by the affected local government. In the event of EOC activation, the various dispatch centers will be the initial points of contact and per protocol will notify field personnel and the chain of command. The OA EOC then coordinates resource requests from the impacted jurisdiction to unaffected jurisdictions. If resources are not available within the OpArea, resource requests will be forwarded to the Mutual Aid Coordinators at the California Office of Emergency Services ("Cal OES").

The primary OA EOC is located at 1850 Muir Road, Martinez. As necessary, an alternate EOC may be identified and established based on the location, size, and scope of an incident.

3.8.6 Regional Emergency Operations Center ("REOC") Activation

Whenever the EOC is activated, the Cal OES Regional Administrator may activate the REOC. The REOC will then coordinate resource requests from the OA to unaffected OAs within the region. If resources are not available within the affected region, resource requests are forwarded to the State Operations Center ("SOC") for coordination.

EMERGENCY OPERATIONS CENTER ACTIVATION TYPES

Monitoring	This type of incident can be managed with one or two single resources with personnel as needed. • Emergency Operations Center staff positions support the incident by actively monitoring through situational awareness. • Emergency Action Plan (EAP) is not required. • The incident is in the Operational Area but contained by available resources and no local OES support is requested. • Communications flow and information sharing will be established with internal and external partners.
Partial Activation	This type of incident extends beyond the capabilities of local control or one jurisdiction and may go into multiple operational periods. This may require the response of resources beyond local jurisdictions, to effectively manage the incident. • Emergency Operations Center staff may report to the EOC. • Liaisons may be deployed to the local EOCs and/or DOCs. • A written Emergency Action Plan may be required for each operational period. • Some of the Incident Command System Sections may be staffed. • Communications flow and information sharing will be established with internal and external partners.
Full Activation	This type of incident is the most complex and may require regional, state, or federal resources to manage and operate safely and effectively. • Emergency Operations Center staff positions are activated. • The EOC Director will have briefings to ensure appropriate common operating picture is established. • A written Emergency Action Plan is required for each operational period. • Plan on 12-hour rotational shifts. • Communications flow and information sharing will be established with internal and external partners.

3.9 Standing Objectives for the EOC

1. **Situational Awareness/Analysis** – Assigned: Plans/All Sections/EOC Dir/PIO/ Liaison
   a. Incident Information
   b. Information Analyst
      i. Current incident status
      ii. Incident potential information (12, 24, 48 and 72-hour projections)
   c. Intelligence and Investigation
   d. Public Information
      i. Current
      ii. Potential

What do we do?
Use this list as a guide on what we need to immediately get done in the EOC when activated.

The **FIRST PRIORITY** must be to understand how the city is impacted by the event (Situational Awareness).

2. **Determine Priority of Incident(s)** – Assigned: EOC Dir/Section Chiefs
   a. Life Safety
   b. Property Threats
   c. High Damage Potential
   d. Incident Complexity
   e. Environmental Impact
   f. Economic Impact
3. **Acquire/Allocate Critical Resources** – Assigned: Logs/Ops
   a. Critical resources acquired internally first
   b. As the incident expands, resources acquired externally
4. **Crisis Information Management** – Assigned: EOC Dir/PIO/Legal/Policy
   a. What is happening, government actions being taken, public actions requested
   b. Consolidating and packaging incident information
   c. Internal dissemination of information
   d. Monitor media (including social media) reporting for accuracy
5. **Develop/Advise/Support Policy-level Decisions** – Assigned: EOC Dir/Policy/ Plans/PIO
   a. Coordinate, support, and assist with policy-level decisions
6. **Coordinate with Elected/Appointed Officials** – Assigned: PIO/Liaison/Policy/ Management
   a. Keep elected officials informed
   b. Elected officials must clearly understand their roles
   c. Connection between EOC and constituents
7. **Coordination with County, State, Federal, Private and Non-Governmental Partners** – Assigned: Liaison/Plans/Management
   a. Communications between system components/disciplines
   b. Communications with partners (private, governmental, non-governmental organizations (“NGOs”), Voluntary Organizations Active in Disaster (“VOAD”)

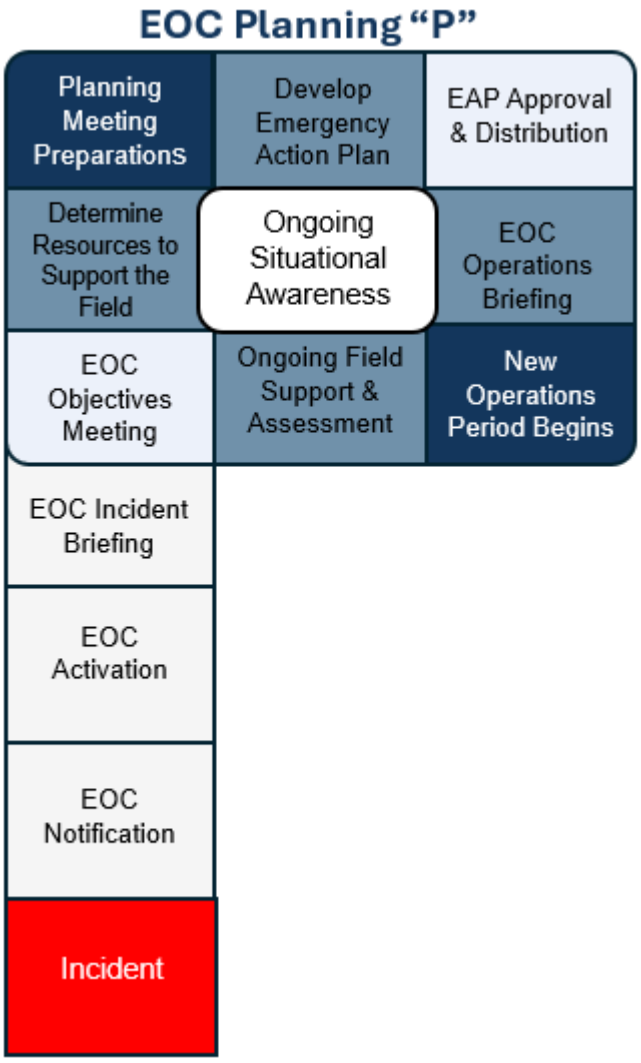
3.10 Information Collection, Analysis and Dissemination

The Planning and Intelligence Section in the EOC is responsible for gathering timely, accurate, accessible, and consistent information and intelligence during an emergency. Information is used to prepare situational reports that create a common operating picture and action plans. To ensure effective information flow, emergency response agencies at all levels must establish communications systems and protocols to organize, integrate, and coordinate information among affected agencies.

The Planning "P" is a guide to the process and steps involved in planning for an incident. This process is a continuous cycle that is followed during each operational period.

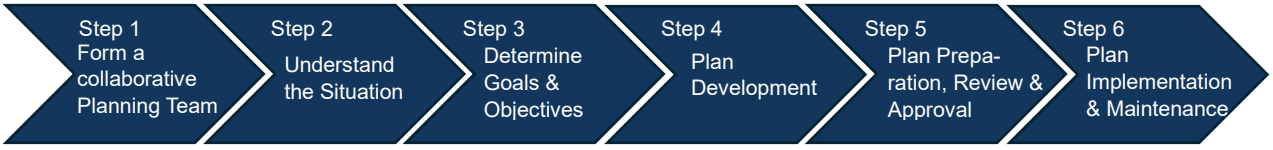
Each phase of the Emergency Management Preparedness Cycle should be carefully evaluated during the Planning Process.





3.10.1 Steps in the Planning Process

The planning process below is flexible and adaptable. Consideration should be made at each step in the planning process regarding training, exercise, equipment, and other requirements within the jurisdiction.



3.10.2 Action Plans

There are two types of action plans in SEMS: Incident Action Plans ("IAP") and Emergency Action Plans ("EAP").

Incident Action Plans ("IAPs") are used at the Field Response Level to establish operational period priorities. An IAP contains objectives reflecting the overall incident strategy, specific actions and supporting information for the next Operational Period. IAPs are an essential and required element in achieving objectives under SEMS.

Incident Action Plans should include:

Statement of Objectives: Appropriate to the overall incident.

Organization: Describes what parts of the ICS organization will be in place for each Operational Period.

Assignments to Accomplish Objectives: These are normally recommended by each previous shift's Division or Group and Supervisors and reviewed by the Operations Section Chief before they go to the Planning section. They include the strategy, tactics, and resources to be used.

Supporting Material: Examples can include maps of the incident, a communications plan, a medical plan, a traffic plan, etc.

Incident objectives should have the following **S.M.A.R.T.** characteristics:

1. **Specific** – the wording must be precise and unambiguous in describing the objective.
2. **Measurable** – the design and statement of objectives should make it possible to conduct a final accounting as to whether objectives were achieved
3. **Action Oriented** – the objective must have an action verb describing the expected accomplishments.
4. **Realistic** – objectives must be achievable with the resources that the agency (and assisting agencies) can allocate to the incident, even though it may take several operational periods to accomplish them.
5. **Time Sensitive** – the timeframe should be specific (if applicable).

Sample SMART Objectives

- Complete preliminary Damage Assessments of all damaged residential structures in Oakley within the next 24 hours
- Restore water to the business district by 0900 hours <date>
- Contain fire within existing area, during this operational period
- Release all hostages safely with no further casualties as soon as practical

Emergency Action Plans, (EAPs) are developed at the local government level. The use of Emergency Action Plans provides designated personnel with the knowledge of the objectives to be achieved and the steps required for achievement. The same procedures and outline for preparing Incident Action Plans are adopted for Emergency Action Plans. Action plans are extremely effective tools during all phases of a disaster. The action planning process involves the EOC Director, Section Chiefs, and other EOC staff, as needed. The EAP documents the operational period, staffing assignments and tasks in addition to briefing schedules and incident objectives.

3.10.3 Reporting Systems

Through the Contra Costa Operational Area, the City has access to an Internet web-based information reporting system, (WebEOC) for use during emergencies. The intent of Web EOC is to increase the level of service and efficiency by improving the City's ability to respond to, manage and coordinate requests for resources in emergencies as well as to collect, process and disseminate information during and after an emergency or disaster. The City will adopt Web EOC as its reporting system and train staff assigned to the EOC in its use.

3.11 Communications

When the City EOC is activated, communications and coordination are established between the Incident Commander ("IC") and the EOC directly, or between the IC and department operation centers ("DOCs") and then between DOCs and the EOC.

The following delivery resources support EOC communications:

- **CAD** – A Computer Aided Dispatch system used by first responders, medical personnel, and local government.
- **California Law Enforcement Teletype System (CLETS)** – CLETS may be used to contact any public safety agency in the county or state. Access is through public safety dispatch centers.
- **Communications Unit** – The City should depend on its radio volunteers to staff its emergency communication unit, currently headed by the City's Information Technology Manager. There are licensed amateur radio operators within Oakley, as well as ICS Type-III volunteers with auxiliary communications expertise in the following modalities: computers, networks, software, microwave, radio systems, satellite, video conferencing, and similar technologies. In support of EOC operations, a primary responsibility is to staff and maintain the communications function of the EOC. Volunteers can also be deployed to various duty stations throughout the city to further communication if more traditional means are inoperable.

- **CWS** – Community Warning System automatically transmits alerts and warnings over a variety of communication channels. Access is through https://cwsalerts.com.
- **EBRCS** – East Bay Regional Communications System ("EBRCS") is a P25 compliant digital radio communication system that provides fully interoperable communications to all public agencies within Alameda and Contra Costa Counties.
- **Government Emergency Telecommunications Service ("GETS")** – A White House-directed government telecommunications service emergency telephone service provided and managed by the Cybersecurity and Infrastructure Security Agency ("CISA") that is intended to be used in an emergency when the landline network is congested. GETS provides subscribers with priority access and prioritized processing in the local and long-distance segments of landline telephone networks. Subscribers are issued a Personal Identification Number (PIN) that assigns priority status to calls in service provider networks when used. Physical GETS cards and usage guides are issued to all subscribers for easy reference. Calls made with GETS overcome network congestion and/or degradation and complete with a success rate of 98%. GETS calls do not preempt calls in progress or deny the general public's use of the telephone network.
- **Law Enforcement Network** – This network operates on several channels. Channels are used for the county-wide dispatch and control of law enforcement service mobile units based on area. These channels may be used by the Law Enforcement Branch in the EOC to keep the EOC informed on developments. Main dispatch will remain with Contra Costa County Office of the Sheriff's Communications Center. The EOC should have radio contact with a dispatch operator.
- **Mobile Capabilities** – The City should establish communications resources such as base stations, cache radios, mobile repeaters, and other logistical assets as grant funding becomes available.
- **OASIS** – Operational Area Satellite Information System which provides inbound and outbound telephone communication between the OpArea EOC and the State Operations Center.
- **Nixle** – A community alerting program that is locally controlled by the Police Chief.
- **ReddiNet** – A dedicated emergency medical communications network. It facilitates information exchange among hospitals, EMS agencies, paramedics, dispatch centers, law enforcement, homeland security, public health officials and other health care system professionals in local and regional communities.
- **Satellite Phones/Wi-Fi** – The City may consider purchasing a mobile satellite phone as grant funding becomes available.

- **Web EOC** – A web-based software program used for situational awareness and resource requests and tracking within the operational area and with Cal OES.
- **Wireless Priority Service** – Similar to GETS, except using wireless carriers.

3.12 Mutual Aid

The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement* ("MMAA"), which was developed in 1950. The agreement obligates each signatory entity to provide aid to the others during an emergency without expectation of reimbursement. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

Local jurisdictions are responsible for the protection of life and property within their geographic boundaries. Mutual aid is designed to ensure adequate resources, facilities, and other support in the event of an emergency whenever their own jurisdictional resources prove to be inadequate. Requests begin at the field level and follow the SEMS procedures.

Before locally committed resources are exhausted and mutual aid is needed, local officials will request assistance from the Operational Area. If the need cannot be filled at the operational area level, the request is forwarded to the regional level.

Master Mutual Aid Agreements cover, but are not limited to fire, police, medical and health, communication, and transportation services.

Local Mutual Aid Agreements Needed:	State a Mutual Aid Agreement:
Coroner	State of California Emergency Management Mutual Aid ("EMMA") Plan
Petrochemical Mutual Aid Organization	
American Red Cross	
California Resiliency Alliance	
Volunteer Center of the East Bay	
Contra Costa Crisis Center	
Cities of Antioch and Brentwood	

The following are examples of specialized resources that Contra Costa County may utilize to augment services to the community:

- Cal Fire Ground and Aerial Attack Fire Fighting
- Specific Search and Rescue canine capability
- East Bay Regional Parks and California Highway Patrol helicopter assets
- US Coast Guard Vessel Capability
- Ambulance Strike Teams

- Mutual Aid Mobile Field Force (MAMFF)
- Area hazardous materials teams
- Robust EMS neonatal/ pediatric emergency preparedness program
- Bomb Squad
- Extensive Ground SAR capability to include remote satellite communications
- Dive Team with ROV, (Remote Operating Vehicle) capability
- Fire strike teams

The state is divided into six geographic Mutual Aid Regions. Contra Costa County is in the Coastal Region, Mutual Aid Region II along with the counties of: Monterey, San Benito, Santa Cruz, Santa Clara, San Mateo, Alameda, San Francisco, Marin, Sonoma, Napa, Solano, Mendocino, Lake, Humboldt, and Del Norte.

Each region is comprised of multiple Operational Areas and each has a Regional Mutual Aid Coordinator. Currently Alameda County is the Regional Mutual Aid Coordinator for Law and Emergency Medical Services ("EMS"). Contra Costa County is the Regional Mutual Aid Coordinator for Fire.

3.13 Activation of the Multi-Agency Coordination System ("MAC")

Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of multi-agency coordination systems. This includes developing and maintaining connectivity capability between Incident Command Posts, local Public Safety Dispatch Centers, local Emergency Operations Centers, Department Operating Centers, the Regional Emergency Operations Centers, and the State Operations Center.

3.14 Emergency Proclamations

3.14.1 Local Emergency

The City Council may proclaim a local emergency within the city limits of the City of Oakley. When the Council is not in session, the City Manager has authority under Municipal Code Section 2.5.012 to proclaim a local emergency, but only after conferring, if possible, with one or more members of the Council, including the Mayor if available, or declaring in writing that such a conference is impossible. A local emergency proclaimed in this manner may not remain in effect for more than seven days unless it is ratified by the City Council.

The Proclamation provides public employees and the City Council with legal immunities for emergency actions taken; and allows the City Manager to establish curfews, take any

preventive measures necessary to protect and preserve the public health and safety and exercise other authorities as established by ordinance.

The City Council must review the need to continue a local emergency at least once every thirty (30) days until the Council terminates the emergency. A local emergency must be terminated by the Council as soon as conditions warrant. **When a disaster is declared, the City shall advise the Contra Costa Sheriff's Office of Emergency Services of the declaration (Operational Area).**

3.14.2 Local Health Emergency

The County Health Officer is authorized by Health and Safety Code Section 101080 to declare a local health emergency in situations involving the release or spillage of hazardous or medical waste that poses an immediate threat to the public health, or whenever there is an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, communicable biologic agent, toxin, or radioactive agent. A declaration of a county health emergency may not remain in effect for more than seven days unless ratified by the Board of Supervisors.

3.14.3 State of Emergency

When the City Manager deems locally available resources inadequate to cope with an emergency, the City Manager is authorized by Oakley Municipal Code Section 2.5.012(a)(6) to ask the Governor to proclaim a state of emergency.

The Governor may proclaim a state of emergency in areas affected or likely to be affected when the Governor:

- Finds the "duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission."
- Is requested to do so by specified local authorities (county administrative officer or the chair of the board of supervisors; mayor or chief executive/city manager)
- Finds that local authority is inadequate to cope with the emergency.

3.14.4 Emergency Management Mutual Aid ("EMMA")

The Emergency Management Mutual Aid (EMMA) Plan outlines the policies for the program. The purpose of EMMA is to support disaster operations in affected jurisdictions by providing professional emergency management personnel.

EMMA is composed of emergency management personnel from local and state government. The process for the allocation of resources is as follows:

- The County, cities, and special districts will forward their requests for mutual aid through the OA.
- The OA will act as the coordinator point between the County, Cities, and special districts and the Cal OES Southern region.
- The Cal OES regional offices will act as the coordination point and facilitate mutual aid among OAs.
- The Cal OES headquarters will facilitate the provision of mutual aid among Cal OES regions.

3.15 Staff Training

The City's Assistant Director of Emergency Services is responsible for developing and providing all training required under the National Incident Management System ("NIMS"**)** and the Standardized Emergency Management System ("SEMS") regulations. The Director of Emergency Services oversees the training for all the City's emergency responders, ensuring that all applicable laws are complied with, and employees are familiar with and knowledgeable of the City's Emergency Plan. The Director of Emergency Services is also responsible for developing appropriate exercises. Each department will ensure the EOP can be implemented if needed by the City's Department/Division Heads.

The Director of Emergency Services is also responsible for sending appropriate City staff to scheduled training and exercises.

A statewide EOC Position Credentialing Program has been created which provides Emergency Managers with a way to identify measures for EOC position competencies. Additionally, a statewide EOC Credentialing Program documents professional qualifications, certifications, training, and education requirements that define basic criteria expected of emergency services personnel for effective EOC management and operations.

Cal OES' EOC Position Credentialing Program verifies emergency service personnel qualifications and certifications. However, the program does not provide automatic access to EOCs or identification of personnel. The process for requesting resources for certain EOC positions is accomplished through the Standardized Emergency Management System ("SEMS") resource request process.

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SECTION IV: RECOVERY

4.1 Recovery

The recovery phase of an emergency is often defined as restoring a community to its pre-disaster condition. Recovery is the process of re-establishing a new state of normalcy in the affected areas of the city. The specific approach to recovery operations following a disaster will be determined by the location, size, and nature of the incident.

The transition from response operations to recovery is a gradual shift to assisting individuals, households, businesses, and governments meeting basic needs and returning to self-sufficiency.

Short term recovery primarily involves stabilizing the situation and restoring services. These activities may last for weeks.

Long term recovery focuses on community restoration and may last months or even years. Long term recovery activities include reconstruction of facilities and infrastructure, housing plans, implementation of waivers, zoning changes and other land use laws and assistance to displaced families.

Local Government entities set priorities and obtain resources for recovery within their respective areas of authority. The following actions are taken to stimulate recovery:

- Conduct damage assessment
- Assess housing needs to include identifying solutions and request support
- Initiate temporary repairs to public facilities
- Issue permits for repairs and demolition of private property
- Remove debris
- Open transportation routes
- Restore services such as power, water, sewer, communications, and transportation
- Activate Local Assistance Centers
- Coordinate program assistance to individuals, businesses, farmers, and ranchers
- Document disaster related costs for reimbursement through federal grant programs
- Enact zoning variances to accommodate business and commercial repairs
- Resume governmental functions
- Begin planning for long term recovery

- Assist with the identification of temporary business space

Local Assistance Centers: ("LAC") are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is normally staffed and supported by local, State and Federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. As more Federal resources arrive, a Federal Disaster Recovery Center may be co-located with the State or Local Assistance Center.

Finance is responsible for coordinating and supporting administrative, financial, and cost analysis surrounding an emergency. The cost recovery unit plays a vital role in the EOC by tracking personnel time, equipment rental and purchases, coordinating procurement activities, processing claims, and tracking costs. Educational efforts regarding cost recovery protocols are offered on a routine basis through Webinar presentations, classroom, and online courses. Although the City is insured and private businesses and homeowners will be expected to utilize their own means of rebuilding, the City will explore additional disaster assistance programs as follows:

- Individual Assistance ("IA") loans and government grant and aid programs
- Cal OES Local Assistance Centers ("LACs")
- State Public Assistance ("PA") Program
- US Small Business Administration ("SBA")
- US Department of Agriculture ("USDA")
- FEMA Disaster Recovery Centers ("DRCs")
- FEMA Public Assistance Grant Program and Disaster Assistance Policy 9523.19 for household pets and service animals
- Federal Individuals and Households program (IHP)
- FEMA Debris Management Assistance Programs
- Assistance to Tribal Governments
- Non-Government Organizations assistance

4.1.1 Recovery Roles and Responsibilities

The City of Oakley has specific roles and responsibilities in recovering from a disaster, although the City may not have all the resources necessary for recovery; state and/or federal disaster assistance may be needed. The table below, Recovery Operations Responsibilities, depicts a sampling of agencies that may be assigned or have the resources to coordinate specific disaster recovery operations for the City of Oakley.

Function	City Departments/Divisions or Other Agencies
Political process management; interdepartmental coordination; policy development; decision making; overall public information	1. City Manager's Office 2. City Council
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; building and safety inspections	Community Development Department
Restoration of facilities	Public Works Division
Debris removal; demolition; construction; management of/liaison with construction contractors; restoration of utility services	Public Works Division
Restoration of basic services: power, water, sewer, telephone/internet/cable, garbage, and transportation; initiate immediate repairs; initiate planning for and implementation of permanent repairs	1. Pacific Gas & Electric 2. Diablo Water District 3. Ironhouse Sanitary District 4. Comcast, AT&T, T-Mobile 5. Mt. Diablo Resource Recovery 6. Tri Delta Transit, Bay Area Rapid Transit (BART), Contra Costa Transportation Authority
Housing programs; assistance programs for the needy; oversight of care facility property management; low income and special housing needs	Federal and state disaster assistance
Public finance; budgeting; contracting; accounting and claims processing; taxation; insurance settlements	Finance Division
Redevelopment of existing areas; planning of new development projects; financing new projects	Community Development Department
Coordination of applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; disaster financial assistance project management	1. Finance Division 2. Contra Costa County Office of Emergency Services 3. California Office of Emergency Services
Assistance with security issues, signage, traffic control, etc.	1. Police Department 2. Public Works Department
Advice on emergency authorities, actions, and associated liabilities; preparation of legal opinions; preparation of new ordinances and resolutions	City Attorney

Government operations and communications; Management Information Services; acquisition; supplies and equipment; vehicles; personnel; and related support	1. City Manager's Office 2. Police Department (Fleet) 3. Finance Division
Geographic Information System ("GIS") needs	1. Engineering Division
Developing and managing vital records retentions and preservation	City Clerk

4.2 Continuity Planning

Threats to the City of Oakley have a single common denominator: the interruption of one or more critical government functions that are vital to the health, safety, or welfare of the public. Today's changing threat environment and recent emergencies illustrate the need for Continuity of Operations capabilities and plans.

The fundamental mission of the city is reliability of service, particularly in times of emergency. Public trust is based on the delivery of vital government services.

Planning authority is accomplished by preparing for succession of officers, designation of standby officers (located in the EOC go box), administration of oaths of office and continuation of duties of the governing body.

The inability of government to provide emergency and essential services can cause direct damage to government infrastructures, life safety and basic human needs may be compromised leading to increased morbidity, mortality, and civil unrest. To ensure continuity the City will address the following elements:

- Identification and prioritization of essential functions
- Establishment, promulgation, and maintenance of orders of succession
- Pre identification and updates, as necessary, of delegation of authority
- Identification, establishment, and maintenance of continuity of communications
- Identification, establishment, and maintenance of continuity of facilities
- Establishment and maintenance of a system of vital records management
- Establishment of a program that identifies and supports human capital
- Establishment of a process for delegation of control and direction
- Establishment of a process for reconstitution
- Development of an effective test, training, and exercise program to support continuity efforts

4.3 Documentation

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation is critical in establishing the basis for eligibility for disaster assistance programs.

Responsibility for maintaining Emergency Operations Center records rests with the entire EOC staff. The following are examples of how the history and chronology of emergencies are captured:

- Emergency Action Plans
- Situation status reports
- Activity logs
- Resource requests
- Timekeeping records to include overtime documentation
- Damage assessment data
- Contracts

Under the California Disaster Assistance Act ("CDAA"), documentation of damage sustained from a disaster is required . It will be the responsibility of all appropriate county jurisdictions to collect documentation of these damages and submit them to the Recovery Branch Leader of the Finance and Administration Section. The documentation should include the location and extent of damage and estimates of costs. Examples include:

- Debris removal
- Emergency work
- Facilities restoration

4.4 After Action Report (AAR)

The After-Action Report ("AAR") will serve as a source for documenting the City's successes and areas in need of improvement in addition to identifying resource gaps. All EOC staff members are responsible for participating in the after-action review process. The AAR will be written in simple, clear, and concise language to ensure lessons learned are understood. *Actions taken, resources utilized,* and the *economic and human impacts* are just a few key factors illustrated in an AAR. Each AAR carries over to the next exercise or incident to test previously implemented improvements. AARs usually include an Improvement Plan containing corrective actions that are continually monitored and implemented as part of improving readiness.

AARs should follow the California OES After Action Report format and should include the following:

- Identified improvement plans
- Corrective action by priority level
- Responsible staff member or team
- Projected resolution date

SECTION V: CALIFORNIA EMERGENCY SUPPORT FUNCTIONS

The California Emergency Support Functions ("CA-ESFs") are discipline-specific groups or activities, which augment the State's ability to collaboratively prepare for, effectively mitigate, cohesively respond to, and rapidly recover from any emergency. CA-ESFs unify a broad spectrum of stakeholders with various capabilities, resources, and authorities to improve coordination for a particular discipline.

Below is a table, which illustrates the CA-ESFs. Oakley uses CA-ESFs as a guide in local planning efforts. The definitions of each ESF are described below. Each function has primary and support agencies and supporting plans and documentation.

California Emergency Support Functions		CA-ESF	City of Oakley Emergency Operations Plan Corresponding Sections
#1	**Transportation** Manages transportation systems and infrastructure, to include roads, bridges, railways, aviation, and marine. Further scope includes identifying movement restrictions as well as damage and impact assessment.	Bay Area Urban Areas Security Initiative ("UASI") Regional Catastrophic Earthquake Mass Transportation/Evacuation Plan	Volume 2: Functional Annex #1: Evacuation
#2	**Communications** Provides resources, coordination, support and restoration of voice and data communications including emergency communications.		Volume 1: EOP Section 3.11 Communications
#3	**Construction & Engineering** Provides technical advice, evaluation, management, and inspection of critical infrastructure.		Volume 3 Appendix B: EOC Position Checklists Construction/Engineering Branch Director Maintenance Branch Director
#4	**Fire & Rescue**		Volume 3 Appendix B: EOC Position Checklists

	Coordinates and supports wildfire, rural and urban fire detection, and suppression. Lends expertise and support in emergency scene rescue (ground urban and rural search operations) activities by providing personnel, equipment, and supplies.		Fire and Rescue Branch Director
#5	**Management** Supports, communicates, and coordinates the collection, analysis, and processing of information	UASI Earthquake Interim Plan Flood Plan	Volume 3 Appendix B: EOC Position Checklists Management Section
#6	**Care & Shelter** Coordinates disaster housing, emergency food assistance, minor medical care, and family reunification of displaced survivors	UASI Regional Catastrophic Earthquake Mass Care and Sheltering Plan UASI Regional Catastrophic Earthquake Interim Housing Plan Pet Emergency Preparedness/ Coordination Plan - Animal Services Animal Response Team (“CC CERT”) Medical Needs Sheltering Plan - Contra Costa Health Services (“CCHS”)	Volume 2 Functional Annex #2: Mass Care & Shelter
#7	**Resources** Coordinates and plans activities to locate, procure and pre-position logistical support such as space,	UASI Regional Catastrophic Earthquake Logistics Response Plan Resource Interim Plan	Volume 3 Appendix B: EOC Position Checklists Supplies Procurement/Resource Tracking Unit Leader

	personnel, equipment, and supplies		
#8	**Public Health & Medical** Responds to communicable disease outbreaks, human caused bioterrorism events and health consequences resulting from a disaster. Provides behavioral health services; operates homeless shelters, residential drug treatment programs, and mental health clinics; and coordinates community agency services. Coordinates and deploys Disaster Healthcare Volunteers including Medical Reserve Corps. Coordinates medical/ health mutual aid	CCHS Excessive Heat emergencies UASI Regional Catastrophic Incident Mass Fatality Interim Plan Contra Costa County Multi-Casualty Incident Plan 2017 CCHS Emergency Medical Services System Plan Update CCHS Communicable Diseases Exposure Control Plan CCHS Hospital Surge Plan CCHS Medical Countermeasure Dispensing Plan CA Public Health and Medical Emergency Operations Manual Chem-Pack Guidelines	Volume 3 Appendix to be developed: List of Hospitals and Medical Centers
#9	**Search & Rescue**	Deprecated. Included in CA-ESF #4 and CA-ESF #13	Volume 3 Appendix B: EOC Position Checklists Fire & Rescue Branch Director
#10	**Hazardous Materials** Provides a coordinated response to actual or potential discharge and/or release of oil, chemical, biological,		Volume 1: EOP Section 1.3 Hazard Analysis Summary

	radiological, or other hazardous substances		
#11	**Agriculture** Performs animal and plant disease and pest response; provides food safety and security, and protection and restoration of natural and cultural resources and historic properties. Manages weights and measures regulations		Volume 2 Functional Annex #2: Mass Care & Shelter
#12	**Utilities** Provides assessment and restoration of gas, electricity, water, wastewater, and telecommunications to include energy industry coordination and forecast		Volume 3 Appendix B: EOC Position Checklists Utilities Unit Leader Volume 3 Appendix to be developed: List of Infrastructure
#13	**Law Enforcement** Provides for public safety and security of property, traffic, and crowd control via enforcement of state and local laws. May assist in Search and Rescue missions in addition to evacuation operations. Coordinates coroner activities.*		Volume 3 Appendix B: EOC Position Checklists Law Enforcement Branch Director
#14	**Long-Term Recovery** Performs social and economic community impact assessment and analysis and review of mitigation program implementation		Volume 1: EOP Section IV: Recovery

#15	**Public Information** Supports the accurate, coordinated, timely and accessible release of information to affected audiences. Performs media and community relations while operating within a Joint Information System/ Center	Contra Costa County Social Media Policy CCHS Crisis and Risk Communication Plan National Incident Management System Basic Guidance for Public Information Officers	Volume 1: EOP Section 6.3 Public Information
#16	**Evacuation**	Included in CA-ESF #13	Volume 2 Functional Annex #1: Evacuation
#17	**Volunteer & Donations Management** Coordinates the services of affiliated volunteers and manages spontaneous volunteers. Manages monetary and in-kind donated goods	UASI Volunteer Management Interim Plan UASI Donations Management Interim Plan	Volume 1: EOP Section 6.5 Volunteer and Donation Management
#18	**Cyber Security** Responsible for re-establishing stable, safe and resilient cyberspace, and the protection of secure cyber networks		

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SECTION VI: SUPPORTING ELEMENTS

6.1 Supporting Elements

The supporting elements are variations of functional components tailored to the Emergency Operations Plan. While the basic plan provides broad overarching information relevant to the Plan as a whole, these supporting elements focus on specific areas requiring an emergency operations focus.

6.1.1 Integrating People with Disabilities and Other Access and Functional Needs

The City of Oakley takes a whole community approach to serving the needs of residents. In part, this is accomplished by engaging critical stakeholders with expertise in areas such as transportation and sheltering. Populations with Access and Functional Needs ("AFN") include those members of the community who may have additional needs before, during and after an incident in functional areas. The City of Oakley acknowledges that caring for people with Access and Functional Needs often presents unique challenges that may impact priorities. Often, these needs make individuals more vulnerable to harm. Protecting this population is a high priority of the City before, during, and after an emergency or disaster. Therefore, decision makers should consider Access and Functional Needs when ranking resource requests.

Individuals in need of additional response assistance may include those who:

- Live in institutionalized settings or are unhoused
- Are frail and/or elderly
- Are unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking
- Are transportation-disadvantaged
- Have no access to any communications devices
- Have no access to a shelter and/or may need to be assigned a Functional Access Service Team ("FAST") member
- Have physical and or mental disabilities – temporary and/or lifelong
- Have sight or hearing impairments
- Require medical care
- Are chemically dependent
- Require supervision or have situations preventing independence

Four areas are repeatedly identified as most important to people with disabilities and others with access and functional needs:

Communications	Sheltering
Evacuation/Transportation	Recovery

To provide the best service to the AFN population during a disaster, the City of Oakley should follow the guidelines below:

- Make every reasonable effort to see that individuals with a disability will be able to access services provided by Contra Costa County Health Services during an emergency or disaster
- Do not exclude or deny benefits to AFN populations or those with disabilities
- Work to accommodate those with Access and Functional Needs in the most integrated setting appropriate to their needs
- Attempt to house individuals with AFN with their families, friends, and/or neighbors when in shelters; do not be divert to special shelters
- Access to shelters for those individuals with an AFN will not be dependent on the individual having a personal care attendant

The table below identifies human service needs to consider during emergency operations:

Population	Assistance
Seniors and People with Disabilities Includes people living both independently and in care facilities	• Arrange personal care assistance if in-home care support is unavailable. • Distribute food, water and supplies to seniors and people with disabilities living alone or in isolated areas. • Provide meals for people dependent on home-delivered meals if deliveries are interrupted. • Assist seniors and people with disabilities fill prescriptions for life-sustaining and important medications; replace vital personal equipment (e.g., hearing aids, wheelchairs, and batteries) damaged or lost in the disaster. • Ensure that care facilities serving seniors and people with disabilities have emergency plans in place. • Contact isolated and homebound seniors and people with disabilities and support in getting needed services. • Check on and, if necessary, evacuate people who cannot be self-sufficient for 3-5 days after a large-scale disaster. (Includes people who are severely disabled or ill, on life support systems, frail elderly, and people in dependent care.

Non-English Speakers Includes people who are culturally or geographically isolated and/or because of cultural differences or geography, function outside the mainstream population	• Engage local non-profits that work with people with immigrant or undocumented status. • Make disaster resource information available in a variety of languages. • Provide coaches or advocates to help non-English speakers best present their case or need for disaster assistance. • Make certain that information and services are available to isolated neighborhoods and residents. • Reach out to ensure people who need services are getting them (particularly for undocumented populations who will fear involvement with government agencies). • Deliver culturally appropriate services, such as meeting the dietary needs of culturally diverse populations in feeding operations.
People who are Unhoused, Marginally Housed or Shelter-Dependent Includes unhoused individuals in or out of shelters, unhoused families, and women in shelter programs for domestic abuse reasons	• Coordinate planning with local service providers to support the transition of the chronic unhoused population out of disaster shelters. • Provide mental health and substance abuse support services to the unhoused population in disaster shelters. • Help runaway children or women who are victims of abuse to find alternate community-based shelters if evacuation is necessary. • Children with special circumstances include children at home independently after school, children living in foster care or group homes, and other residential assisted living programs. • Identify appropriate alternative shelters if necessary and connect emotional support services to children as needed. • Ensure facilities have emergency plans that meet the needs of children they serve.
Single-Parent Households	• Provide day care support and family support services to single parents with children who have limited personal resources.
People Living in Poverty Includes many individuals identified in the above categories	• Identify post-disaster emergency, temporary, or subsidized housing. • Plan for long-term recovery needs. • Provide community services to people living in poverty.

The table below identifies the specific disaster needs of people with disabilities to consider during emergency operations:

Population	Assistance
People with Mobility Disabilities Includes people who use wheelchairs and other mobility aids (e.g., crutches, walker)	• Ensure shelters are physically accessible (e.g., entrance ramps, bathrooms, sleeping areas). • Evacuate the chair and other equipment with its user. • Provide accessible transportation for people with mobility disabilities both during evacuation and to reach alternate sites. • Determine if shelter sites are fully accessible for people with mobility disabilities.
People with Visual Disabilities	• Provide assistance (guides) to help with navigation at disaster service locations. • Always keep service animals or guide dogs with the person.
People who are Deaf or Hard of Hearing	• Include American Sign Language interpreters and Text Telephones/Telecommunications Device for the Deaf (TTY/TDD) equipment with trained personnel at locations where disaster assistance is provided.
People who are Dependent on Electricity (life support systems)	• Relocate people dependent on electrical power so they can maintain their life support systems during short or long power outages.
People with Developmental or Cognitive Disabilities	• Present information and instructions slowly for individuals who have difficulty understanding information that is rapidly given or quickly flashed (e.g., as on a television screen).
People with Psychiatric Disabilities	• Provide mental health support to prevent people with psychiatric disabilities from going into shock or a crisis. • Identify backup sources for obtaining essential prescription medications.
People with Communication and Speech Related Disabilities	• Be creative and patient with people who are non-vocal, but still capable of making their needs known to listeners.
People with Environmental Illness or Multiple Chemical Sensitivities	• Provide alternative scent-free shelter environments and additive free foods for people with environmental illnesses.

Roles and Responsibilities

Planning for and providing care and shelter services for those who are displaced by a disaster is the responsibility of the City of Oakley Recreation Division. The Recreation Division has the overall responsibility, and the City of Oakley has the legal liability to provide for AFN populations within Oakley shelters, but will coordinate services and response efforts with local community groups and organizations who are experienced in providing these services on a day to day basis.

Contra Costa County

Contra Costa County Public Health Division

The Contra Costa County Public Health Division is responsible for:

- Providing medical care within general population shelters.
- Public Health Clinic Services deployed to general population shelters to provide medical care, behavioral health, and environmental health services.

Contra Costa County Behavioral Health Services

Contra Costa County Behavioral Health Services is responsible for:

- Assessing and activating the response to disaster mental health issues.
- Providing mental health counselors to shelter facilities.
- Ensuring the continuation of care, treatment, and housing for those clients residing within the County mental health system.

Contra Costa County Environmental Health Division

The Contra Costa County Environment Health Division and Department of Conservation and Development, Building Inspection Unit are responsible for:

- Assisting with determining whether a shelter is habitable and safe to use.

Contra Costa County Office of Emergency Services (OES) Access and Functional Needs and Disabilities Coordinators

These coordinators are responsible for:

- Responding to the Contra Costa County Operational Area EOC when activated and assisting in getting needed resources to people with disabilities and Access and Functional Needs.

Contra Costa County Functional Assessment Service Teams ("FAST")

- Consists of trained government employees and community-based organization ("CBO") personnel who deploy to general population shelters to conduct functional assessments of people with disabilities and/or Access and Functional Needs.
- The FAST then assist in getting needed resources to people with disabilities and Access and Functional Needs.
- The FAST Steering Committee assists in planning for and providing services for people with disabilities and Access and Functional Needs during an emergency or disaster.

Non-Governmental Organizations

Non-governmental organizations ("NGOs") provide sheltering, emergency food supplies, counseling services, and other vital support services to support the response and promote the recovery of disaster victims. These groups often provide access and functionalized services that help AFN populations, including those with disabilities.

Voluntary Organizations Active in Disaster

The Contra Costa County Voluntary Organizations Active in Disaster ("VOAD") acts as a central organization for many local non-profit organizations that provide services during disaster operations. The VOAD Executive Committee Chair, as lead representative from VOAD, has a seat in the County EOC and may serve as the liaison between Operational Area operations and the local non-profit and community groups.

Other Key Non-Governmental Partners

The following partner provides significant services before, during and after a disaster.

- Contra Costa Crisis Center: The sole provider of 2-1-1 telephonic support service in Contra Costa County.

Planning for Personal Assistance Services

Every community has residents and visitors that need Personal Assistance Services ("PAS") during an emergency and/or a disaster. Personal Assistance Services are formal and informal services provided by paid personnel, personal attendants, friends, family members, and volunteers that enable children and adults with disabilities and/or access and functional needs to maintain their independence in a shelter. These services may include:

- Basic personal care:
    - Grooming
    - Eating

  - Bathing
  - Toileting
  - Dressing and undressing
  - Walking
  - Transferring
  - Maintaining health and safety

- Activities of daily living:
  - Taking medications
  - Shopping for groceries
  - Communicating
  - Accessing programs and services

6.1.2 Warning

The County's Community Warning System ("CWS") may be used to provide time-sensitive alerts and warnings to affected members of the public about imminent hazards to human life or health for which specific protective action is recommended. These types of alerts and warnings may include hazardous material incidents, public health emergencies, law enforcement emergencies, fires threatening populated areas, severe flooding, and "at risk" missing persons. The most common protective actions for these types of hazards are lockdown, shelter in place, or evacuate.

The Community Warning System automatically coordinates the transmission of alerts and warnings over a variety of delivery systems, including:

- Sirens near major industrial facilities and in other special safety zones
- Telephone Emergency Notification System ("TENS") that includes both landlines (Reverse 911) throughout the county, and pre-registered mobile devices (cell phones, text, and email messages)
- Social media, including Facebook and X, and CWS website postings
- Federal Integrated Public Alert and Warning System ("IPAWS")
- Emergency Alert System ("EAS")
- NOAA weather radios
- Wireless Emergency Alerts ("WEA")

The Community Warning System has predesigned templates for a variety of warning messages to expedite message development. Although templates exist for many of the hazards common in Contra Costa County, it is important to remember that all messages should include:

- What authority is issuing the warning
- What the hazard is
- A specific affected area for which the warning is in effect
- Who, specifically, is affected by this warning and what they should do
- How long the warning is in effect/when it expires

The City may also employ Nixle, the Alert module on the City's website and NextDoor and Facebooks alerts to further spread sensitive alerts and warnings to affected members of the public about imminent hazards to human life or health for which specific protective action is recommended.

6.1.3 Population Protection

Evacuations and "shelter-in-place" orders will be handled following current policies and procedures, with the Incident Commander balancing the immediate hazards associated with remaining on scene against the risks of moving people in a dangerous environment.

The Incident Commander or other authority will recommend protective actions based on discussion with the appropriate personnel regarding the nature of the incident. The Incident Commander has the authority to initiate evacuation or a shelter-in place order based upon his/her assessment of the situation at the time. Shelter-in-place should always be considered as a first course of action in any emergency or disaster that threatens the population. In cases where shelter-in place is not a safe option, evacuation should be considered.

Most jurisdictions do not support forced evacuations. Property owners have the right to make independent decisions about evacuation.

Area resources and , when available, additional resources, including personnel, transport, etc., may assist with the evacuation effort to provide security and to facilitate an organized transition to a safe environment. Area resources and, when available, additional resources may be allocated to provide temporary security to at-risk groups when a credible threat to safety exists.

The evacuation of large numbers of people from impacted areas could severely stress the roadways in the city and require additional time to complete an evacuation. Evacuations may require a substantial level of personnel and equipment resources for traffic control, which could exceed the capabilities of the City. Specific procedures may be developed regarding the pre-deployment of mutual aid personnel and equipment resources as required.

Early/Advanced evacuations will generally be conducted by available law enforcement working the affected area. Unaccompanied minors will be evacuated to a safe, contained

location and supervised by a responsible adult/official until they can be reunited with parents. Parents will be directed to evacuation locations to pick up children.

Coordination between the Contra Costa County Operational Area and the City in the implementation of an evacuation should occur through the sharing of information regarding decision-making, protective actions, resource coordination and deployment. The Community Warning System may be used to notify the public about existing hazards and protective actions to take at the request of the Incident Commander, all in accordance with policies and procedures. The Community Warning System can be used to notify the public at the end of a shelter-in-place action.

If available, County Animal Control Services may assist with the coordination of the care and shelter of evacuees' pets with consideration to location of American Red Cross shelters.

6.2 Prevention and Protection

6.2.1 Prevention Activities

The Police Department is responsible for developing and maintaining positive partnerships between the police department, its infrastructure partners, and other local, state, and federal agencies in order to share critical information to safeguard persons and property. The Police Department coordinates this with the Sheriff's Office Homeland Security Unit (“HSU”) in reviewing tips and leads to ensure appropriate agencies and resources are notified.

6.2.2 Protection Activities

The Sheriff's Office has an officer assigned to the Northern California Regional Intelligence Center (“NCRIC”). This officer participates in the terrorism liaison officer outreach program. This position also has direct links to the FBI's Joint Terrorism Task Force (“JTTF”) and other state and federal agencies, which facilitate information dissemination.

6.2.3 Eight Signs of Terrorism

1. **Elicitation:** Information gathering about operations, capabilities or people via mail, email, phone or in person, including eavesdropping
2. **Tests of security**: Attempts to measure reaction times to security breaches; attempts to penetrate physical security barriers or monitor procedures by suspicious persons
3. **Funding:** Suspicious financial activity including large cash payments, deposits, or withdrawals
4. **Acquiring supplies**: Purchasing or stealing explosives, weapons, ammunition, uniforms, decals, manuals, passes or badges

5. **Impersonation:** Suspicious persons out of place, including impersonation of law enforcement, military personnel, or company employees
6. **Rehearsal:** Dry or trial run to test infrastructure vulnerabilities and mapping out routes or determining timing of traffic lights and flow
7. **Surveillance** of critical infrastructure
8. **Deployment:** Deploying people and supplies (assets) in suspicious locations near critical infrastructure

6.3 Public Information

6.3.1 Purpose

This supporting element is to establish uniform guidelines and practices for the effective development, coordination, and dissemination of emergency information to the public in case of an emergency or disaster. It utilizes the parameters of the Contra Costa County Joint Information System procedures for:

- Rapid delivery of accurate information and instructions to the public and media
- Response to public and media inquiries
- Dissemination of critical information to internal and external partners
- Establishment of a Joint Information System ("JIS") and Joint Information Center ("JIC")

6.3.2 Assumptions

During emergency situations:

- The public and media will need and want information about the situation and instructions on what actions to take.
- Residents will make better decisions if given updated information regularly.
- Local media can provide an essential role in delivering information and instructions to the public; regional or national media may also play a role and need to be considered.
- Many communication channels exist, but not all may be available in any given emergency. The situation will drive the channels and tools to be used.
- Monitoring of the media will require advanced planning to know which methods they are using to disseminate information besides their primary channels.
- Social media will be the most challenging to monitor and control but have significant value to the public.

- Perception is the key; Joint Information System team members need to convey a calm presence, authority and situational understanding to the media and the public at all times.

6.3.3 Objectives

- To guide public action as determined by the EOC Director in an Emergency Operations Center, or by the Incident Commander if in the field .
- To gain public confidence by providing timely, accurate, credible, and actionable information.
- To keep the public calm by building trust, explaining the process in place to find answers, give people specific actions to take, and reassure them.
- To meet the needs of the news media and social media influencers.
- To meet the needs of internal and external partners and stakeholders.
- To meet the needs of people with disabilities and others with Access and Functional Needs, as well as others that would be considered vulnerable in an emergency.
- To provide information to the public in coordination with city, state, and federal agencies, as well as community based, faith based and non-government organizations.

6.3.4 Practices and Guidelines

- It is the policy of the City of Oakley to develop plans and procedures to address public information needs during an emergency or disaster response within the City.
- The lead Public Information Officer (“PIO”) and additional designated PIOs will coordinate efforts to provide timely and effective information prior to, during and following a major emergency or crisis that affects public safety, public health, community well-being and continuity of operations.
- The PIO is responsible for the dissemination of accurate and timely information to affected populations, with consideration for people with Access and Functional Needs.
- Cooperation may be explored to communicate more effectively with a diverse public including multi-lingual support such as translation services and non-English broadcast media.
- Information released to the media and/or public will be verified by public information staff and the EOC Director.

- The City will use the concept of a JIC to coordinate the release of information, and a Joint Information System ("JIS") or virtual Joint Information Center ("JIC") when physically co-locating is not possible or practical.
- A JIC will be opened when there is more than one agency involved or impacted in an emergency incident.

6.3.5 Media Access

- Media access to PIOs during an emergency/disaster will be provided through contacts within the EOC or a field JIC. Physical access to the EOC will not be permitted without permission of the EOC Director, and the media must always be accompanied by a PIO.
- Disaster and accident scenes may be closed to the public under authority of 409.S(a) P.C. which states " ... a menace to the public health or safety is created by a calamity such as a flood, storm, fire, earthquake, explosion or other disaster..."
- It is important to note, however, that 409.S(d) P.C. states "Nothing in this section shall prevent a duly authorized representative of any news service from entering the area closed... " After being advised of any existing danger, members of the news media are permitted free movement in the area as long as they do not hamper, deter or interfere with law enforcement or public safety functions.
- Consideration shall be given to the need to protect crime scenes within a disaster or accident scene and the need to protect the privacy of juveniles and medical patients before providing media access to these areas.

6.3.6 Primary Responsibilities for the Public Information Officer

- Evaluate the need for and, as appropriate, establish and operate a Joint Information System.
- Establish a JIC as necessary, to coordinate and disseminate accurate and timely information.
- Determine from the EOC Director or Incident Commander if there are limits on information available to be released and what the scope of release will be.
- Develop material for use in media briefings.
- Obtain approval of media releases.
- Inform the media and moderate media briefings, whether in person, via conference call or other means.
- Arrange for tours, interviews or briefings as needed.
- Maintain current information summaries and/or display boards about the incident.
- Maintain an Activity log for PIOs.

- Manage media and public inquiries.
- Coordinate emergency public information and warnings.
- Monitor media and social media reporting for accuracy and take corrective action where needed.
- Ensure that all required agency forms, reports, and documents have been completed prior to demobilizing a Joint Information Center or System.

6.3.7 PIO Roles and Functions within a JIC

- Lead PIO with overall responsibility for Joint Information Center operations
- Information gathering
- Information verification
- Coordination and production of messaging
- Information dissemination
- Media monitoring, including social media
- Liaison
- Provides coordinated communication with key program areas and other entities involved in response and recovery operations
- Coordinates with elected officials, community leaders, VIPs, and other governmental and non-governmental organization support agencies

6.3.8 Documents available in the EOC "Go Box" and PIO electronic "Go Materials"

- Lead PIO Checklist
- PIO Checklist by Role and Function
- PIO Contacts
- Media Contacts
- JIC Templates

6.4 Private Sector Coordination

The California Resiliency Alliance ("CRA") created regional public-private partnerships to improve homeland security and natural disaster response. Examples of partnerships include technology, financial, retail, health and biotechnology, and energy companies.

The CRA is linked to a mutual aid alliance network as well as governments and associations. The role of CRA is to facilitate business and government partnerships to fill

important gaps. The CRA initiatives include cross-sector response coordination, public health emergencies through the America Red Cross Bay Area Cross Sector Partners in Preparedness (“BACSPP)” as well as critical infrastructure protection through the Northern California Regional Intelligence Center (“NCRIC”). Additional initiatives include FEMA National Emergency Information Technology Guard (“NET Guard”) volunteers, the emergency resource registry, and the Cal OES Good Samaritan registry.

The CRA is integrated into the EOC at all levels of government. The private sector liaison in the EOC communicates information and obtains situational awareness for business continuity purposes. In addition, the CRA works with the Logistics Section to coordinate private resources such as water, food, clothing, cots, equipment, technology and facilities like warehouses and cafeterias.

6.5 Volunteers and Donations Management

The volunteer and donations management function is part of the Personnel/Volunteers Unit in Oakley’s Logistics Section of the City's EOC staff, except for the Community Emergency Response Team (“CERT”). Once re-established in Oakley, CERT will fall under the Law Enforcement Branch of the Operations Section. Organized and trained volunteer groups and nongovernmental organizations (“NGOs”) provide critical services in a disaster. Although it is recommended that volunteers pre-affiliate before any emergency, there may be spontaneous volunteers who will require processing. In addition, organizations have been identified, which can assist with bulk/in-kind donations processing and distribution, as well as monetary donations. Templates with public messaging exist to aid in notifying the community as to what items are needed and where the items can be brought to assist with an emergency.

During an emergency or disaster, the City may utilize City-volunteers. Volunteers and service program members (e.g., CERT) who have pre-disaster training may report to their predesignated assembly locations during a disaster. *At this time, the City of Oakley does not have any affiliated volunteers or service program members.*

It might take 24 to 48 hours to determine where the volunteers are most useful in the operation. Use of a staging area for the spontaneous volunteers helps with volunteer management and control until a plan is in place to collect their information, issue credentials and assign tasks.

6.5.1 Partnership Organizations

- The **American Red Cross** exists to provide compassionate care to those in need. The network of donors, volunteers and employees share a mission of preventing and relieving suffering through disaster relief efforts. In addition, the Red Cross supports the EOC's Care and Shelter Branch.

- **Volunteer Organizations Active in Disasters ("VOAD")** improve outcomes for people affected by disasters by facilitating cooperation, communication, coordination, and collaboration among nonprofit organizations, community-based groups, government agencies, and for-profit companies.
- **Community Emergency Response Teams ("CERT")** is a program that educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members are also encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.
- The **Salvation Army** is a ministry with a mission to meet human needs without discrimination. In addition, they can provide feeding services in a disaster.
- The **Saint Vincent de Paul Society** is a non-profit organization that provides direct assistance to anyone suffering or in need. They offer a lifeline to those in want of food and clothing, rent assistance, medical aid, help with addition or incarceration, employment, and shelter.
- **Contra Costa County Community Awareness and Emergency Response ("CAER")** is a non-profit public benefit corporation of public emergency response agencies, local government officials, and facilities and businesses that use, store, handle, produce or transport hazardous materials with a mission to actively enhance public health and safety.

6.5.2 Governmental Volunteer Groups

The Contra Costa County Area Agency on Aging provides leadership in addressing issues that relate to older residents, to develop community-based systems of care that provide services which support independence within our local community interdependent society, and which protects the quality of life of older adults and persons with functional impairments, and to promote citizen involvement in the planning and delivery of service.

6.5.3 Office of the Sheriff Emergency Services Support Unit

The Emergency Services Support Unit ("ESSU") manages volunteer groups who contribute significantly to emergency operations. Activation of the Sheriff's volunteer programs is through the Law Branch Mutual Aid Coordinator in the Emergency Operations Center. Volunteer units may be called upon for their specialized training and professional skills in the following groups:

- **Air Squadron** - Pilots and observers provide air operations support which includes transportation, surveillance, logistics and disaster response

- **Cadets** - Young adults participate in public events, search and rescue and traffic enforcement
- **Communications Unit** - Licensed amateur radio operators provide alternate communication to the operational area in support of an exercise or emergency
- **Chaplains** - The chaplaincy program provides support, comfort, guidance, and counseling in times of crisis to the law enforcement community and the public
- **Dive Team** - Certified rescue divers are available to assist with evidence collection, victim recovery, hazardous object removal, inspections, and disaster response
- **Food Service Unit** - Volunteers support field operations during training and emergency events by providing nourishing meals
- **Ground Search and Rescue Team** - Volunteers are requested to assist in locating missing or at-risk persons, evidence collection, public events, and disaster response
- **Mutual Aid Mobile/Medical Support Team** ("**MAMST**") **-** Volunteers provide support by deployment and equipment supply and maintenance for the Mobile Field Force, Search and Rescue and the Special Weapons and Tactics Team
- **Reserve Deputy Sheriffs** - Reserves assist with in-custody transportation, patrol and detention duties and special assignments such as DUI checkpoints and off-road activities and special events
- **Sheriff's All Volunteer Extended Services ("SAVES")** - This diverse unit of community members with varying skill sets assist with the delivery of logistical and clerical support mostly in field operations and administrative assignments.

6.5.4 Healthcare Volunteer Groups

- **Contra Costa Health Services Medical Reserve Corps ("MRC")** - a local group of volunteers committed to improving the public health, emergency response and resiliency of Contra Costa County
- **Contra Costa Health Services Disaster Healthcare Volunteers ("DHV")** - a group of individual healthcare providers with active licenses in their respective medical disciplines, public health professionals, or members of a medical disaster response team who volunteer for disaster service

Volunteer and donation groups can enhance and supplement emergency response personnel and materials. The City will follow the State Disaster Service Worker ("DSW") program guidelines. By law, the DSW program says that all public employees are disaster service workers and are required to perform "such disaster service activities as may be assigned to them by their superiors or by law." Coordination is established by the Operational Area with neighboring jurisdictions and Cal OES. These coordination efforts have a direct impact on multi-jurisdictional response planning and recovery roles. The level of involvement will vary depending upon the nature and complexity of the incident. Volunteer agencies mobilize their resources through their own systems.

6.6 Training and Exercises

Training, tests, and exercises are essential to ensure public officials, emergency response personnel and the public are ready. As part of the emergency management training curriculum, it is recommended that personnel with emergency responsibilities complete emergency management courses as described by the SEMS Approved Course of Instruction and the National Incident Management System (NIMS) integration criteria. The Governor's Office of Emergency Services provides training for emergency managers and first responders through the California Specialized Training Institute (“CSTI”). Each agency is responsible for maintaining training and exercise records that demonstrate self-certification and compliance with SEMS and NIMS.

6.6.1 Preparedness Exercises

Exercises provide personnel with an opportunity to become familiar with the procedures, facilities and systems that will be used in an emergency. City departments should plan for and participate in an exercise program that involves emergency management response personnel from multiple disciplines and multiple jurisdictions. Exercises should:

- Be as realistic as possible.
- Use the application of SEMS.
- Be based on risk assessments.
- Include non-governmental organizations and private sector when appropriate.
- Refer to state and federal guidelines for other specifics.

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GLOSSARY & ACRONYMS

Glossary of Terms

Action Plan ("AP"): The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

All Hazards: Refers to a policy or program that is designed to deal with a variety of natural and technological hazards.

Agency: A division of government with a specific function offering a particular kind of assistance. In the ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances, private sector organizations may be included. Additionally, Non-Governmental Organizations ("NGOs") may be included to provide support.

Catastrophe: Any natural or human-caused incident, including terrorism, which results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Command Post: See Incident Command Post.

Command Staff: The Command Staff at the SEMS Field Level consists of the Public Information Officer, Safety Officer and Liaison Officer. They report directly to the IC. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS, report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

Common Terminology: Normally used words and phrases - avoids the use of different words/phrases to provide consistency and allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Continuity Communications: Communications that provide the capability to perform essential functions, in conjunction with other agencies, under all conditions.

Continuity Facilities: Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity event. Continuity Facilities, or "Alternate facilities", refers to not only other locations, but also non-traditional options such as working at home, telecommuting, and mobile-office concepts.

Continuity of Government ("COG"): Includes measures to ensure continued leadership and preservation of vital records, thereby maintaining a viable system of government supported by law; establish emergency authorities legally vested in government leaders so that they have prescribed powers to act; ensure survivability of mechanisms and systems for direction and control so that actions directed by leaders can be communicated and coordinated; sustain essential emergency services and resources so that critical response and recovery actions can achieve widest possible implementation.

Continuity of Operations Planning ("COOP"): An internal effort within an organization to assure that the capability exists to continue essential business functions across a wide range of potential emergencies, including localized acts of nature, accidents and technological and/or attack/terrorist-related emergencies. Accordingly, an effective Emergency Management Program ("EMP") not only addresses the four phases of mitigation, preparedness, response, and recovery, but includes COOP planning activities to ensure that ancillary and support functions would continue with little or no interruption.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the community that the incapacity or destruction of such systems and assets would have a debilitating impact on security, local economic security, local public health or safety, or any combination of those matters.

Delegations of Authority: Identification, by position, of the authorities for making policy determinations and decisions at HQ, field levels, and all other organizational locations. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

Department Operations Center ("DOC"): A centralized location for a single department or agency where their internal incident management and response takes place.

Devolution of Control and Direction: Capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other agency employees and facilities.

Disaster: A sudden and extraordinary misfortune; a calamity, which threatens or affects extraordinary loss of life or property.

Disaster Service Worker ("DSW"): All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, hazardous

material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Alert System ("EAS"): An established system to enable the President, Federal, State and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System ("CBS") (composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters and the cable industry), formerly known as the Emergency Broadcast System ("EBS").

Emergency Management: The discipline and the profession of applying science, technology, planning, and management to deal with extreme events that can injure or kill large numbers of people, do extensive damage to property, and disrupt community life. As a process, it involves preparing, mitigating, responding, and recovering from an emergency. Critical functional components include planning, training, simulating drills (exercises) and coordinating activities.

Emergency Operations Center ("EOC"): A centralized location where individuals responsible for responding to a large-scale emergency can have immediate communication with each other and with emergency management personnel for the purpose of enhancing coordination in exercising direction and control of emergency response and recovery efforts.

Emergency Operations Plan ("EOP"): The EOP is the document that describes strategies for managing emergency situations.

Emergency Response Agency: Any organization responding to an emergency, whether in the field, at the scene of an incident or to an EOC, in response to an emergency or providing mutual aid support to such an organization.

Emergency Response Personnel: The personnel involved with an agency's response to an emergency.

Emergency Resource Directory ("ERD"): A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc. that may be needed during an emergency. Supplies and equipment can include such items as potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

Essential Functions: The critical activities performed by organizations, especially after a disruption of normal activities. There are three categories of essential functions: NEFs, PMEFs and MEFs.

Evacuation: The process of moving people out of an area affected or potentially affected by a disaster situation.

Federal Coordinating Officer ("FCO"): The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally declared disaster.

Federal Disaster Area: An area of a state (oftentimes defined by counties) that is declared eligible for federal disaster relief under the Stafford Act. These declarations are made by the President usually as a result of a request made by the Governor of the affected state.

Federal Emergency Management Agency ("FEMA"): An agency created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation, preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all Federal agencies in the event of a presidential disaster declaration.

Federal Emergency Response Team: An interagency team consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the Federal Coordinating Officer's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The Emergency Response Team provides a forum for coordinating the overall Federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to ESF and other response requirements. Emergency Response Team members respond to and meet as requested by the FCO. The Emergency Response Team may be expanded by the FCO to include designated representatives of other federal departments and agencies as needed.

Full-Scale Exercise ("FSE"): An activity intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The EOC is activated and field command posts may be established. A FSE is always formally evaluated.

Functional Annex: A document that supplements the EOP, which provides further planning information for a specific aspect of emergency management.

Functional Exercise ("FE"): Activities designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by

an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated. No field units are used.

Governor's Authorized Representative ("GAR"): An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the State and local jurisdictions.

Hazardous Materials Team ("HazMat"): A term used to describe a team of highly skilled professionals who specialize in dealing with hazardous material incidents.

Hazard Mitigation Grant Program ("HMGP"): A program authorized under Section 404 of the Stafford Act, which provides funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

Human Capital: During a continuity event, emergency employees and other special categories of employees who are activated by an agency to perform assigned response duties.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan ("IAP"): The plan developed at the field response level, which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander ("IC"): The individual responsible for the command of all functions at the field response level.

Incident Command System ("ICS"): A nationally used standardized on-scene emergency management concept specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the field level component of SEMS. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Individual Assistance: Supplementary Federal assistance available under the Stafford Act to individuals, families and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief and other services or relief programs.

Joint Information Center ("JIC"): A facility established to coordinate all incident-related public information activities when multiple agencies are providing public information. It is

the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System ("JIS"): Integrates incident information and public affairs from multiple agencies into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

Local Government: Local agencies as defined in Government Code §8680.2 and special districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, NDAA, §2900(y).

Major Disaster: As defined in Federal law as" any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship or suffering caused thereby."

Master Mutual Aid Agreement: The California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the State. The agreement provides for support from one jurisdiction to another.

Mitigation: Activities taken to eliminate or reduce the degree of risk to life and property from hazards, either prior to or following a disaster or emergency.

Mobilization: A process of activating resources including personnel, equipment, and supplies. The process would include notification, reporting, and setup to attain full or partial readiness to initiate response and recovery actions.

Multi-agency or inter-agency coordination: The participation of agencies and disciplines involved at any level of the SEMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Mutual Aid: Voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to fire, police, medical and health, communication and transportation services and facilities, to cope with the

problems of rescue, relief, evacuation, rehabilitation and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid Region: A subdivision of the State emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county OAs.

National Response Framework ("NRF"): A national level plan developed by FEMA in coordination with 26 Federal departments and agencies, plus the American Red Cross.

National Warning System ("NAWAS"): The Federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities which affect public safety.

Operational Area ("OA"): An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The OA is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an OA. An OA may be used by the County and the political subdivisions for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the State's EOCs and the EOCs of the political subdivisions comprising the OA. The OA augments, but does not replace, any member jurisdiction.

Orders of Succession: Provisions for the assumption of senior agency offices during an emergency in the event that any of those officials are unavailable to execute their legal duties.

Preliminary Damage Assessment ("PDA"): The joint local, State, and Federal analysis of damage that has occurred during a disaster and which may result in a Presidential Declaration of Disaster. The PDA is documented through surveys, photographs, and other written information.

Preliminary Damage Assessment Team: An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of local, State, and Federal representatives to do an initial damage evaluation to sites damaged.

Preparedness: Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include continuity of government, emergency communications,

EOCs, EOPs, emergency public information materials, public education programs, exercise of plans, mutual aid agreements, stocking of disaster supplies, training of emergency response personnel and warning systems.

Presidential Declaration: A formal declaration by the President that an emergency or major disaster exists based upon the request for such a declaration by the Governor and with the verification of FEMA PDAs.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocols: Set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Political Subdivision: Any city, city and county, county, district or other local governmental agency or public agency authorized by law.

Public Assistance ("PA"): Supplementary Federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

Public Assistance Officer ("PAO"): A member of the FEMA Regional Director's staff who is responsible for management of the PA Program.

Public Information: Processes, procedures, and systems for communicating timely, accurate and accessible information on the incident's cause, size and current situation, resources committed and other matters of general interest to the public, media, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer ("PIO"): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident related information requirements.

Reconstitution: The process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.

Recovery: An activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to crisis counseling, damage assessment, debris clearance, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and business resumption full scale.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to or recover

from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements, the use of special Federal, State, tribal and local teams, and resource mobilization protocols.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Actions taken immediately before, during or directly after an emergency to save lives, minimize damage to property and the environment and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, EAS activation, emergency instructions to the public, emergency medical assistance, staffing the EOC, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization and warning systems activation.

Robert T. Stafford Disaster Relief and Emergency Assistance Act: (Public Law 93-288, as amended by Public Law 100-707) The act authorizes the greatest single source of Federal disaster assistance. It authorizes coordination of the activities of Federal, State and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct Federal assistance as necessary and provision of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Level) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The organizational level having responsibility for a major functional area of an incident or EOC Management, (e.g., Operations, Planning, Logistics, Finance/Administration).

Situation Report: Often contains confirmed or verified information regarding the specific details relating to the incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

Special District: A unit of local government (other than a city, county or city and county) with authority or responsibility to own, operate and maintain systems, programs, services, or projects (as defined in California Code of Regulations (CCR) Section 2900(s) for purposes of natural disaster assistance. This may include Joint Powers Authority established under Section 6500 et. seq. of the Code.

Standardized Emergency Management System ("SEMS"): The consistent set of rules and procedures governing the overall operational control or coordination of emergency

operations specified in CCR Title 19, Division 2, §2400 et sec. It identifies at each level of the statewide emergency organization the direction of field forces and the coordination of joint efforts of government and private agencies. The ICS is the field level component of SEMS.

State of Emergency: A governmental declaration that may suspend some normal functions of government, alert residents to change their normal behaviors or order government agencies to implement emergency operations plans.

Tabletop Exercise: An activity in which officials and key staff or others with emergency responsibilities are gathered informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

Tests, Training, and Exercises: Measures to ensure that an agency's continuity plan is capable of supporting the continued execution of the agency's essential functions throughout the duration of a continuity event.

Vital Records Management: The identification, protection and ready availability of electronic and hard copy documents, references, records, information systems, data management software and equipment needed to support essential functions during a continuity situation.

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

Windshield Survey: A quick visual overview of the affected disaster area performed within the first 24 hours after the disaster.

Acronyms

#

211	Helplink Social Services Hotline
911	United States Emergency Dispatch

A

AAR	After Action Report
ACS	Auxiliary Communications Service
ARC	American Red Cross
ATC	Air Traffic Control
ATC-20-2	Applied Technology Council (20-2 refers to the training course for building inspectors)

B

BA	Biological Assessment
BOS	Board of Supervisors

C

CAHAN	California Health Alert Network
CAD	Computer-Aided Design
Cal OES	California Office of Emergency Services
CALWAS	California Warning Alert System
CATEX	Categorical Exclusion
CBO	Community Based Organization
CBP	Customs and Border Protection
CBS	Commercial Broadcast System
CDAA	California Disaster Assistance Act
CEQA	California Environmental Quality Act
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CESRS	California Emergency State Radio System
CERT	Community Emergency Response Team
CFAA	California Fire Assistance Agreement
CFR	Code of Federal Regulations
CGC	California Government Code
CGS	California Geological Survey
CISD	Critical Incident Stress Debriefing
COG	Continuity of Government
COOP	Continuity of Operations
CWA	Clean Water Act
CWS	Community Warning System

D

DCF	Disaster Control Facility
DHS	Department of Homeland Security
DMC	Debris Management Center
DOC	Department Operations Center
DOP	Department Operations Plan

DPW	Department of Public Works
DRC	Disaster Recovery Center
DSW	Disaster Service Worker

E

EA	Environmental Assistance
EAP	Emergency Action Plan
EAS	Emergency Alert System
EBMUD	East Bay Municipal Utility District
EBRPD	East Bay Regional Park District
EBS	Emergency Broadcast System
EDIS	Emergency Digital Information System
EF	Emergency Function
EHU	Environmental Historical Unit
EIS	Environmental Impact Study
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Management Mutual Aid
EMO	Emergency Management Organization
EMP	Emergency Management Plan
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERC	Emergency Response Coordinator
ERO	Emergency Resource Directory
ESA	Emergency Services Act
ESA	Endangered Species Act
ESF	Emergency Support Function

F

FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIRM	Flood Insurance Rate Map
FMAG	Fire Management Assistance Grant
FONSI	Finding of No Significant Impact
FOOT	Field On-Site Observation Teams
FSE	Full Scale Exercise

G

GAR	Governor's Authorized Representative
GETS	Government Emergency Telecommunications System

H

HAM	FCC-Licensed Amateur Radio Operator
HM	Hazard Mitigation
HMGP	Hazard Mitigation Grant Program
HSPD	Homeland Security Presidential Directive

I

IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IHP	Individuals & Households Program
IMAT	Incident Management Assistance Teams
IMT	Incident Management Team
IT	Information Technology

J

JFO	Joint Field Office
JIC	Joint Information Center

L

LAC	Local Assistance Center
LDRM	Local Disaster Recovery Manager
LTCR	Long Term Community Recovery

M

MACS	Multi-Agency Coordination System
MBO	Management by Objectives
MEF	Mission Essential Functions
MHOAC	Medical Health Operational Area Coordinator
MMAA	Mass Mutual Aid Agreement
MOU	Memorandum of Understanding

N

NAWAS	National Warning Alert System
NCS	National Communications System
NEF	National Essential Functions
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NHPA	National Historic Preservation Act
NIMS	National Incident Management System
NFIP	National Flood Insurance Program
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NRCS	National Resource Conservation Service
NRF	National Response Framework

NRP	National Response Plan
NAWAS	National Warning System
NWS	National Weather Service

O

OA	Operational Area
OAEOC	Operational Area Emergency Operations Center
OASIS	Satellite Information System
OEM	Office of Emergency Management
OES	Office of Emergency Services
OIG	Office of the Inspector General

P

PA	Public Assistance
PAO	Public Assistance Officer
PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation
PGE	Pacific Gas and Electric
PIO	Public Information Officer
PMEF	Primary Mission Essential Functions
PNP	Private Non-Profit
POC	Point of Contact
POTS	Plain Old Telephone System
PSAP	Public Safety Answering Point
PW	Project Worksheet

R

RDMHC	Regional Disaster Medical Health Coordinator
REO	Regional Environmental Office
REOC	Regional Emergency Operations Center
RFMAS	Request for Fire Management Assistance Sub-grant
ROVER	Rapid Observation of Vulnerability and Estimation of Risk
RPA	Request for Public Assistance
RRCC	Regional Response Coordination Center

S

SAP	Safety Assessment Program
SAT	Safety Assessment Team
SBA	Small Business Administration
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SEP	State Emergency Plan
SFHA	Special Fund Hazard Area
SHPO	State Historic Preservation Office
SOC	State Operations Center
SOP	Standard Operating Procedure

SSGP	State Supplemental Grant Program
STATEX	Statutory Extension

T

TAP	Technical Assistance Program
TICP	Tactical Interoperable Communications Plan
TTX	Tabletop Exercise

U

USACE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
USFWA	United States Fish and Wildlife Service
USGS	United States Geological Survey

V

VOIP	Voice Over Internet Protocol

W

Wi-Fi	Wireless devices conforming to IEEE 802.11 standards. See WLAN
WLAN	Wireless Local Area Network
WPS	Wireless Priority Access

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APPENDIX A

City Council Standby Officers

The Emergency Operations Plan hereby adopts by reference the provisions of Oakley Municipal Code Section 2.5.018 Standby City Council Members, including all future amendments, regulations and revisions.

The City Clerk maintains the list of standby officers, which can be found in both the City Clerk and Management Section's "Go Box."

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OAKLEY
CALIFORNIA

Comprehensive Emergency Management Plan

October 2025

Volume 2 Functional Annex 1: Evacuation

As an Annex to the City of Oakley Comprehensive Emergency Management Plan, this document is subject to revision at any time.

Comments and suggestions should be directed to:

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SECTION I: INTRODUCTION

1.1 Purpose

The City of Oakley faces a host of hazards and threats that could warrant evacuations - most with little or no notice. These include wildfires, floods, dam and levee failure, chemical spills, and terrorism. In some cases, including but not limited to extreme heat or cold events, and public safety power shut offs, sheltering in place may be a more appropriate protective measure. This Annex outlines the policies, strategies, procedures, and organizational structures to be used in managing coordinated, large-scale evacuations in the City of Oakley. This is a supporting annex to the *City of Oakley Emergency Operations Plan* ("EOP").

This Annex provides direction for City stakeholder organizations including City departments, special districts, community groups, and others, ensuring multi-disciplinary and multi-jurisdictional agency coordination in accordance with the City's EOP, California Emergency Services Act, Standardized Emergency Management System ("SEMS"), and National Incident Management System ("NIMS").

1.2 Scope

This Annex addresses evacuation within the City of Oakley in response to extraordinary situations associated with natural and human-caused disasters and technological incidents, including both peacetime and national security operations. It was developed to coordinate large-scale evacuations, where one or more communities are conducting evacuations and citywide coordination of resources and emergency operations is necessary.

SECTION II. ASSUMPTIONS AND CONSIDERATIONS

2.1 Planning Assumptions

General

- Principle responsibility for evacuation planning and response resides at the local level of government. The City retains primary responsibility for evacuating residents and visitors, and for developing supporting emergency operations plans and procedures.
- School Districts have the primary responsibility to evacuate student populations and are required by state law to coordinate evacuation efforts with corresponding local public safety agencies.
- Most emergencies requiring evacuation would only require movement of threatened populations from one area to another area within the City or into neighboring jurisdictions. The size and location of the emergency may, however, require sheltering operations outside of the City.
- The decision to evacuate or shelter-in-place will be made based on situational awareness, factoring the type and severity of disaster risk, health and safety concerns, sheltering capacity, and the condition of roadways and other transportation resources. Public safety agencies in the City may need to evacuate more residents rather than risk evacuating too few.
- Personal preparedness is essential to effective evacuation. This is particularly true for individuals with disabilities and those with access and/or functional needs who may require additional time and assistance in evacuation. Community preparedness programs promoting individual and family preparedness are key to an effective evacuation response.
- A small percentage of the population requiring evacuation assistance may absorb much of the evacuation responders' time and resources.
- If given clear warning and direction, most people will heed evacuation orders. However, some individuals will not evacuate regardless of risk.

2.2 Planning Considerations

People with Disabilities and Those with Access and/or Functional Needs ("AFN")

- Evacuation of individuals with disabilities or AFN may require more time and resources than the general population, so early evacuation triggers are essential to assure sufficient time to support these residents.

- People with disabilities do not necessarily require evacuation assistance – most live independently, are fully self-sufficient, and will self-evacuate.
- People with disabilities can become dependent on assistance if separated from their mobility device or medical equipment. Such equipment is essential to maintaining independence and will be evacuated with the user whenever possible.
- At times, it may be impractical to transport certain types of medical equipment or devices with their owners due to the size or volume of the equipment, and the space available in evacuation vehicles. Responders should be prepared with additional vehicles specifically for the transport of such equipment.
- Many people who are ordinarily capable of evacuating themselves may have functional needs due to physical or emotional trauma, or a temporary lack of resources or accommodation.

Emergency Notification and Warning

- Local jurisdictions in the Contra Costa County Operational Area (cities and the County) have primary responsibility for activating warning and public information systems in the event of evacuations. See also the *Contra Costa County Community Warning System*.

Transportation Notification and Movement

- Most city residents are able and will evacuate using private transportation (e.g., personal vehicles).
- Transit-dependent populations (including residents with disabilities and with access and/or functional needs and households without a vehicle) may require public transportation to evacuate.
- Transportation Collection Points ("TCPs") may be necessary to assemble individuals who require evacuation assistance to Temporary Evacuation Points ("TEPs") located in safe areas.
- Ride-sharing companies generally prohibit their contractor drivers from entering active evacuation zones, but they may provide indirect support for evacuee transportation.[1]
- The time of day and the day of week evacuations are conducted may have a major impact on the availability of resources.
- The larger the evacuation, the more time will be required. Given roadway capacities, it will be difficult to successfully evacuate large areas of the City for a no-notice event.

[1] https://www.lyft.com/blog/posts/how-our-disaster-relief-access-program-works?_gl=1*18j51f1*_gcl_au*NDA3MjA1MTI4LjE3MzY1NTcyNzY

- Complete evacuation of the City is improbable but possible. Hazard assessments for Oakley indicate evacuations would normally involve only portions of the City – though they may include most of the City population.
- In a moderate-sized disaster, additional drivers would be needed to fully use existing transportation fleets and sustain 24/7 operations.
- In a catastrophic disaster, City transportation resources would be insufficient, requiring resources and other assistance from Operational Area and neighboring jurisdictions.

Preparing and Responding with the Whole Community Strategy

The City of Oakley strives to incorporate the Whole Community perspective in its emergency planning. By planning with the Whole Community, this strategy reflects and incorporates the diversity of the City's population.

The State of California defines those with Access and/or Functional Needs (AFN)[2] as:

> *The 'access and functional needs population' consists of individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.*

The City is committed to maximizing compliance with the Americans with Disabilities Act and providing the best service to Oakley residents and visitors. As such, the City adheres to the guidelines outlined below:

- City services and facilities are equally accessible and available to all persons.
- All the benefits offered by the City are accessible and available to persons with disabilities and others with access and functional needs.
- The City will accommodate people with disabilities and those with access and/or functional needs in the most integrated setting possible.
- During all phases of disaster response, the City will make reasonable modifications to policies, practices, and procedures, if necessary, to ensure programmatic and architectural access to all.

More information on Whole Community planning can be found in the City's EOP.

[2] California Statue § 8593.3

SECTION III. CONCEPT OF OPERATIONS

3.1 Concept of Operations Summary

This Annex builds on the basic concepts and authorities outlined in the EOP, outlines general roles and responsibilities, and describes when and how resources will be activated and coordinated to support emergency evacuation activities. The overall objectives include:

- Risk assessment supporting appropriate protective action decisions and evacuation orders, considering potential impacts on life safety, property protection, and environmental stewardship.
- Proper notification of the public regarding evacuation orders, with specific accommodation for people with disabilities and those with access and/ or functional needs.
- Establishment of transportation systems and traffic control points designed to move the public out of - and prevent their entry into - threatened areas.
- Assuring safe and orderly re-entry into disaster impacted areas so residents can assess damages and begin the recovery process.

3.2 Evacuation Decisions

While Evacuation orders include inherent risk, hesitancy to issue orders could result in loss of life. In some areas of the City, delay in issuing evacuation orders may preclude the possibility of later evacuation.

Authority

California's statues grant most evacuation-related authority to local governments. However, certain individuals at both the state and local levels have the authority to close and evacuate an area where "a menace to the public health or safety is created by a calamity including flood, storm, fire, earthquake, explosion, accident, or other disaster."[3] These individuals include peace officers, local health officials, California Highway Patrol officers, police officers, sheriffs, marshals, supervising full-time public lifeguards, and supervising full-time public marine safety officers.[4]

[3] California Penal Code § 409.5.
[4] Id. § 409.5. Regarding evacuations, the term "peace officers" includes designated employees of the Department of Parks and Recreation, Department of Forestry and Fire Protection, and Department of Fish and Game.

The Oakley Police Department ("OPD") acts as the lead agency for evacuations in the City of Oakley. The OPD, as part of a Unified Command, assesses and evaluates the need for evacuations, and orders evacuations according to established procedures outlined in this Annex. Additionally, as part of the Unified Command, the OPD will identify available and appropriate evacuation routes and coordinate evacuation traffic management with the Contra Costa County Sheriff, neighboring law enforcement agencies, the California Department of Transportation ("Caltrans"), the California Highway Patrol ("CHP"), and other supporting agencies and jurisdictions. Complex evacuations involving multiple jurisdictions will require coordination via the Operational Area, as mandated by the Standardized Emergency Management System ("SEMS").

Considerations

When issuing evacuation warnings and/or orders, public safety officials will consider the following:

- Nature and severity of impact
- Area affected and likely to be affected
- Expected duration of the incident
- Which protective actions best protect the community members at risk

The following factors have direct bearing on emergency evacuations:

- Number of people evacuated
- Population density of area evacuated
- Time available for evacuation
- Distance of travel necessary to reach safety
- Any impediments to evacuation routes
- Weather/temperature
- Time of day/year; day of week

Other important considerations include:

- Availability and capacity of evacuation routes
- Vulnerability of evacuation routes due to the hazard or threat
- Availability of resources to support evacuation
- Risk to evacuation personnel (e.g., law enforcement, fire, transportation, etc.)

Impact of the Evacuation Decision

Evacuating people from their homes, businesses, and places of recreation is a significant hardship for individuals, families, and communities. It can also lead to travel-related injuries and fatalities. Evacuating populations with access and functional needs away from familiar surroundings and support services can also be life threatening. When possible, populations should shelter in place. However, evacuations should be resorted to whenever there is a threat to life or property; it is better to err on the side of evacuations.

3.3 Direction, Control, and Coordination

An evacuation of any area requires significant coordination among numerous government agencies and private partners. In the case of a regional evacuation (more than two cities affected), the Operational Area Emergency Operations Center ("OPArea EOC") may be activated to provide support to local evacuation efforts. Regional evacuation plans may be developed that include some areas of the City (for example, Sacramento/San Joaquin River Delta).

In coordination with local public safety agencies, the City uses the California Standard Statewide Evacuation Terminology[5]:

- Evacuation Order: Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.
- Evacuation Warning: Potential threat to life and/or property. Those who require additional time to evacuate, and those with pets should leave now.
- Shelter in Place: Go indoors. Shut and lock doors and windows. Prepare to self-sustain until further notice and/or contacted by emergency personnel with additional directions.

Although not as critical, additional terms may be used internally by local public safety agencies during an evacuation:

- Evacuation Order(s) Lifted: The formal announcement evacuations being lifted in an area currently under evacuation.
- Hard Closure: Closed to all traffic except Fire and Law Enforcement.
- Soft Closure: Closed to all traffic except law enforcement, fire/EMS, and critical Incident resources (i.e., Utility, Caltrans, City/County Roads etc. or those needed to repair or restore infrastructure).

[5] https://calalerts.org/documents/Letter%20to%20Public%20Safety%20Partners%20-%20Standard%20Evacuation%20Terminology.pdf

- Resident Only Closure: Soft closure with the additional allowance of residents and local government agencies assisting with response and recovery.

Establishing the Evacuation Area

When a decision is made that evacuation of the community is necessary, the public safety official(s) conducting the evacuation will establish an evacuation area clearly understandable to the public. This information will then be provided to the City and/or County Alert & Warning official for rapid dissemination through all appropriate means. Emergency alerts/warnings/information to be provided simultaneously in English and Spanish.

Evacuation Orders

Anecdotal evidence has shown that mandatory Evacuation Orders generate a higher level of compliance in affected communities. Under Evacuation Orders, law enforcement may not use force to remove persons who choose to remain on private property within the evacuation zone. Instead, officers will state clearly that failure to evacuate may result in physical injury or death, that a future opportunity to evacuate may not exist, and rescue resources may not be available. Signed waivers, along with next-of-kin notification information, may be obtained from anyone refusing to heed evacuation orders.

Law enforcement has the responsibility to prevent anyone from entering an area under evacuation orders. This is usually accomplished with “hard” road closures, in which only emergency vehicles are allowed entry. The hard road closure prevents individuals who were away from the affected area when the evacuation was issued from returning to or entering the affected area. [6]

Evacuation Warnings generate a lower level of compliance and can complicate public information. However, during events with notice or other slowly unfolding incidents where advance warning is available and sufficient, there may be situations where Evacuation Warnings are warranted. In some circumstances they may be used to extend the window given for the evacuation of schools and people with disabilities or access and functional needs, as well as large animals and livestock.

During an Evacuation Warning, “soft” road closures may be used, where residents may be asked to prove residency in order to gain access to a threatened area. Public information in evacuation warnings should emphasize the reasoning behind the decision and the actions residents are expected to take. The public should also be warned that Evacuation Warnings may become Evacuation Orders as incident conditions change.

[6] In certain circumstances, evacuation officials may allow for resident entry only to remove horses and other livestock from an evacuation area.

Law Enforcement Mobilization and Mutual Aid

Evacuation field operations will be managed and conducted by the public safety official designated as the Incident Commander. Should a rapidly unfolding event lead local authorities to consider mobilization of law enforcement evacuation support, on-duty staff may be overwhelmed. In the event mutual aid is requested, resource requests will flow through the Contra Costa Sheriff's Office in their role as the Operational Area Law Enforcement Mutual Aid Coordinator.

Emergency Alert and Warning

Early and effective alert and warning is critical to successful evacuation operations. The City retains alert and warning capabilities to issue emergency alerts for City areas. If needed, the City can also request alerting support from the Contra Costa County Sheriff's Office.

Warning Authority

The protocol for evacuating a specific area usually requires a joint effort between the OPD and another authority such as the Contra Costa County Fire Protection District ("ConFire") during a wildfire response. Evacuation warnings or orders issued by the OPD will be coordinated with the Contra Costa County Sheriff's Office.

Alert and Warning Notification

Alerts may be issued any time there is an imminent threat to life and property. The types and systems used are influenced by the nature of the specific threat, the size of the area affected, and other factors. Key criteria include:

- Potential impacts of the threat
- Time of Day
- Required public actions
- Time available for the public to react
- Environmental conditions magnifying the incident's effects

Critical Evacuation Information

The amount of content included in each alert and warning message may be constrained by both the pace of events and the messaging platform. Critical components of evacuation messaging include:

- Identifying the Alert Authority (e.g., OPD, Contra Costa County Sheriff, etc.)
- Describing the threat (e.g., Fire, Flood, Tsunami, Hazardous Material)
- Providing guidance for protective action (Evacuation warning or order/Shelter in place)
- Providing the hazard/shelter-in-place locations or evacuation areas

- Giving the time available to act (IMMEDIATE/NOW or timeframe if available)
- Sharing additional information sources

Notification Methods and Priority

The City of Oakley will prioritize use of its warning systems in the following order to maximize the timeliness and scope of warning efforts:

- Wireless Emergency Alerts ("WEA") via Everbridge-Nixle
- Social media and the City website
- Contra Costa County Community Warning System ("CWS")
- Emergency Alert System ("EAS") through Contra Costa County

The City, in coordination with the Contra Costa County Sheriff's Office and various public safety agencies, have developed a map of standardized evacuation zones. In conjunction with a citywide "Know your Zone" campaign, utilizing these zones will allow alert and warning notifications to be targeted more precisely, enable residents to determine if their zone is part of an evacuation, and reduce evacuation fatigue in the community. See also Appendix A – City of Oakley Evacuation Zones.

Transportation

The primary mode of evacuation is assumed to be various forms of ground transport (personal vehicle, bicycle, rail, bus, etc.) for most persons in the evacuation area. Many community members will use private automobiles, and the City will mobilize transportation resources to assist people with disabilities and those who do not own or have access to automobiles.

Note: The Contra Costa Transportation Authority is currently developing a countywide Emergency Evacuation Plan which may supersede elements of this Annex.[7]

Transportation Management

- The Transportation Unit in the EOC Logistics Section coordinates evacuation resources with the Care and Shelter Branch, Schools Liaison, and the Public Information Officer.
- The Logistics Section Transportation Unit, in coordination with the Contra Costa County Operational Area, may request support from County Connection and Tri Delta Transit. Together these agencies work to coordinate vehicles, operators, and other logistical support for evacuation. These agencies are also responsible for coordinating

[7] https://ccta.net/news/contra-costa-transportation-authority-secures-1-49-million-caltrans-grant-to-develop-a-new-countywide-emergency-evacuation-plan/

and tapping into non-traditional (public and private) transportation resources, sometimes called “hidden fleets” (ex. tour buses).

- The Schools Liaison in the Management section can assist with the procurement of school district transportation resources.
- Operational tactics will direct evacuees to the nearest TEP and/or shelter in the most efficient manner possible, given the information available, existing transportation corridors and evacuation resources.
- Individuals seeking to evacuate via public transportation will need information about the nearest TCP.

Evacuation Assets

Rapid mobilization of transportation resources is essential to the successful evacuation of individuals who rely on public transportation. Evacuation transportation resources may be provided by the following entities:

- County Connection
- Tri Delta Transit
- The school districts of Oakley Union Elementary School District, Antioch Unified School District, and Liberty Union High School District
- Public transportation providers from neighboring jurisdictions, including cities and counties
- Private sector transportation providers
- Ride-sharing companies

Evacuation Routes

- Evacuation routes will be selected by law enforcement officials, approved by the Incident Commander at the time of the evacuation decision, then communicated to residents and the EOC.
- Evacuation routes may include interstate, state, county, and city surface roads, and will be chosen based on the relative safety of roadway infrastructure and current traffic conditions. Private property routes may also be requested to support evacuations ..
- Movement instructions will be part of the warning notifications and subsequent public information releases.
- In the event of a major Bay Area regional evacuation incident, the City will work with the Operational Area to coordinate with local and state agencies as per the Regional Catastrophic Earthquake Mass Transportation/Evacuation Plan.

Transportation Collection Points

Transportation Collection Points ("TCPs") can serve as transportation hubs where evacuees can be picked up by family and friends or be transported to TEPs and/or shelters by public transportation. Evacuees may arrive at TCPs by foot, bicycle, public transit, paratransit, or private vehicles.

Key criteria for these sites include:

- Safely beyond the area of immediate threat
- Geographically dispersed across jurisdiction
- Not encumbered by current evacuation operations plans (i.e., schools and city parks may already be committed as shelters, staging areas, etc.)
- Ease of ingress and egress for the public (e.g., easy to get to without getting lost, sufficient parking available)
- Ease of ingress and egress for transit and paratransit vehicles (e.g., appropriate, and accessible passenger loading areas, turning radius greater than 50 feet), as well as pedestrian traffic
- Covered area in case of rain or other inclement weather
- Accessible to individuals with disabilities and those with access and/or functional needs
- Restroom facilities, nighttime lighting, and water supply
- Back-up power supply to serve the needs of people who may need power to sustain operation of essential equipment
- Space for holding pets or livestock awaiting evacuation

Evacuation Considerations for those with Access and/or Functional Needs

Transportation suited to evacuating individuals with access and functional needs will be made available during an emergency. Below is guidance for evacuating those with access and functional needs.

- *Communications*

  As time and conditions permit and within the limits of personal safety, law enforcement will sweep the evacuated area after the initial notice to ensure all persons have been advised and/or have evacuated. They may identify individuals requiring assistance.

- *Medical and Health Care Facilities*

  Care facilities such as hospitals and nursing homes are required to have their own evacuation plans and procedures to follow during an incident (see below). Evacuation events may exceed the capabilities of these facilities and City/Operational Area

resources may be required to support them. Medical transportation should be reserved for those with injuries and acute medical issues.

- *Mobility and Medical Devices*

  Transportation able to accommodate people in wheelchairs, scooters, or other mobility aids supporting evacuee independence must be made available. Mobility devices and durable medical equipment should be transported with the evacuee.

  Medical equipment should be labeled with the owner's name and contact information when possible. Evacuees will only be separated from their mobility device(s) and durable medical equipment under the most urgent life-threatening conditions. If these conditions exist, the City, in coordination with Contra Costa Health will work to provide durable medical equipment and mobility devices at the destination.

  Service animals meeting the description in the ADA Service Animal Guidance will always be transported with their owner.

- *Support and Safety*

  People that are blind or have low vision will need additional assistance during transport because they cannot rely on their traditional orientation and navigation methods. Evacuees with cognitive disabilities, as well as people with dementia, should be transported with their caregivers or other mental health professionals, when possible, for their own safety.

Animals

- *Service Animals*

  Service animals are essential to the continued independence of persons with access and functional needs and should be evacuated with the person. The Americans with Disabilities Act requires service animals be permitted in any area accessible to the public. This includes public transportation, shelters, and any other location where evacuees may be present.

- *Pets*

  Ensuring for the transportation, care, and sheltering of animals is an important factor in evacuation planning. Some pet owners may refuse to evacuate unless allowances are made for their household pets or other animals. Evacuees that are forced to leave animals behind may also attempt to prematurely re-enter evacuated areas to rescue their animals.

Due to these lessons learned, the federal Pets Evacuation and Transportation Standards ("PETS") Act of 2006 amended the Stafford Act to require that local evacuation plans take into account the needs of individuals with household pets (specifically small animals such as dogs and cats) and service animals, prior to, during, and following a major disaster or emergency. Livestock, exotic pets, and other large animals are not covered by the PETS Act.

Transit agency rules state that service animals are always permitted onboard. Household pets are permitted onboard during emergency evacuations if contained within a protective carrier that prevents the animal from interacting with other passengers.

In the event pets are not properly caged, or the pet carrier is too large to fit on the transit vehicle, Contra Costa County Animal Services and the Contra Costa County Animal Response Team may be able to provide trailers and cages to support the movement of animals. In such cases, the agency will take the animals to animal shelters or other sites, allowing owners to collect their pet once the emergency has passed. Local agencies should coordinate with their local animal care provider for trailers and cages.

- *Livestock and Exotic Animals*

  Movement of large animals and livestock will be coordinated through the Animal Care Services Unit in the Operations Section of the OpArea EOC and the Agricultural Commissioner with potential support from the California Department of Food and Agriculture.

  It is the primary responsibility of the livestock owners to plan for appropriate evacuation of their animals. Equestrian evacuations may be assisted by mutual aid from local non-governmental organizations and volunteer groups.

  Movement of restricted animals and exotics is the responsibility of the license holder. The California Department of Fish & Game ("CDFG") coordinates with non-governmental organizations to address wildlife and exotic animal shelter and rescue in the event of an emergency.

Ongoing Transportation for Evacuees

Following a moderate or mass evacuation, tens of thousands of residents could be out of their homes for hours or days. Evacuees staying in shelters will have continuing needs for transportation. Historically, shelter residents are more likely to be transit-dependent and have higher rates of access and functional needs. Depending on the scope of the operations, additional transportation resources may be needed to move shelter residents to medical

appointments, Disaster Recovery Centers, Local Assistance Centers, work, or other daily activities.

Following an evacuation, transit agencies may assess their service schedule to determine if existing routes are adequate to meet the transportation needs of shelter residents, or if new temporary stops or additional temporary routes may be appropriate or necessary. Ride-sharing apps may potentially offer some resources to evacuees.

Congregate Care Facilities

Residents of care facilities and in institutional settings have additional medical care and supervision demands. It is the responsibility of the evacuating facility to identify and arrange their own resources to effect supervised evacuation. However, some facilities will inevitably be underprepared and will require intervention by local first responders. In larger events, competing needs may result in a prioritization of resources, and assistance may not be immediately available for care facilities.

The City may coordinate with the OpArea EOC to coordinate facility evacuations. Assistance will involve the coordination of accessible and potentially medical transportation to supplement existing local resources.

Long-Term Care Facilities and Group Homes

Locations in this category include Residential Care Facilities for the Elderly ("RCFE"), Adult Residential Facilities, and other non-medical facility congregate care settings. RCFEs provide residents with care, supervision, and assistance with activities of daily living, such as bathing and grooming. These facilities are licensed by the California Department of Social Services. Medical facilities such as Skilled Nursing and Intermediate Care are licensed by the California Department of Public Health.[8]

All licensed care settings, including residential care of medical facilities, must have plans for facility evacuation that include provisions for transportation of patients and emergency housing appropriate for the resident or patient population.[9]

Facility evacuation plans should address moving patients to unaffected areas of the facility (i.e., partial evacuation) as well as evacuation of the entire facility (i.e., full evacuation). Partial or full evacuation of a facility will be determined by facility administration in consultation with public safety agencies, and the Medical Health Operational Area Coordinator ("MHOAC")

[8] Regulations pertaining to evacuation and disaster preparedness of care facilities can be found in Title 22 of the California Code of Regulations.
[9] See AB-3098 Residential Care Facilities for the Elderly: Emergency and Disaster Plans Section 1

program when the facility is a medical in-patient setting. The MHOAC may be accessed via the Emergency Medical Services system ("EMS") by Con Fire.

Medical facilities typically have plans to evacuate their patients to another facility within their network. Evacuating residents to similar facilities via pre-existing agreements can ensure residents maintain a similar level of care. When facility evacuation needs exceed the capacity of the medical care facility to manage, the MHOAC program will assist with patient placement and transportation.

Adult Day Care Centers

Adult Day Care Center patients frequently use local public transit for transportation to and from day care facilities. During an evacuation, these scheduled trips would be considered high priority medical transport for transit resources.

Child Care Centers

Child Care Centers are required to communicate with the California Department of Social Services Community Care Licensing Division in the event of a facility evacuation or other incident.[10] Some Child Care Centers may require additional transportation support.

Schools and Higher Education Institutions

Public schools and school districts, as well as higher education institutions, are required to have safe school and emergency plans in place to safeguard students, staff, and visitors. Public schools may or may not have adequate resources, including transportation, to support their students and staff during an evacuation order.

Public schools may evacuate or relocate to another school site during an emergency. Parent and student reunification orders must be obtained and communicated to others in an expeditious and inclusive way.

Some school buses are equipped to transport students with disabilities, and these buses may become a limited resource during an emergency evacuation.

The City may activate a Schools Liaison Officer in the EOC to support school related response activities including the mobilization of resources to support affected schools.

Unlicensed Facilities

Some small facilities, especially in residential neighborhoods, may be unlicensed and therefore would not appear on any maps of lists of licensed facilities provided to planners or first responders. When performing evacuations in residential areas, law enforcement should inquire as to facilities in the neighborhood.

[10] https://www.cde.ca.gov/sp/cd/re/documents/disasterplan2020.pdf

In some areas of Oakley, naturally occurring retirement communities may be common. These communities are not necessarily created but evolve naturally as adult residents age in place. These facilities may not be licensed.

Drug Treatment Centers

Drug Treatment Centers are licensed by the California Department of Alcohol and Drug Programs. As a licensed care facility, drug treatment centers are required to have plans for facility evacuation that do not depend upon public transportation resources or facilities.[11]

Homeless Shelters

Persons experiencing homelessness in need of emergency response sheltering will be transported and sheltered with general evacuation populations following emergency procedures detailed in this plan. Each homeless shelter should have an emergency action plan in place, including plans for the emergency evacuation of their residents.

Special Events and Other High-Density Facilities

At any given time, there may be several events occurring in Oakley, which generate large gatherings of people. Any event attracting a large crowd will include people with disabilities and those with access and functional needs. Should the need to evacuate a high-density location arise, local first responders will include all people in their evacuation operations.

Sheltering and Temporary Evacuation Points

Temporary Evacuation Points ("TEPs") may be used to initially receive evacuees after an evacuation order is given. TEPs provide evacuees with a safe location to plan their emergency accommodation and other immediate next steps while shelters are established.

Access Control and Security

If an evacuation is ordered, OPD, with support from other law enforcement agencies, is lead for ensuring evacuated areas are secure and access to the area is controlled. Once an area is evacuated, it will be kept secure for the safety of responders. Re-entry will be coordinated with Incident Command and the City's EOC to ensure community health and safety.

If an evacuated area has sustained damage and cannot be reoccupied for an extended period, it may be necessary to implement a permit system to restrict and/or limit access. Access control will be directed towards specific emergency workers, private sector partners, utility workers, and contractors repairing damaged structures. Law enforcement may also

[11] https://www.dhcs.ca.gov/formsandpubs/Documents/BHIN-20-055-Disaster-Management-for-DHCS-Licensed-or-Certified-BH-Facilities.pdf

consider making allowances at traffic control points and other impacted areas for attendants, home health aides, visiting nurses, and other individuals crucial to the immediate care of people with disabilities and those with access and/or functional needs.

Perimeter control may be accomplished by establishing strategic concentric rings of security, hard access control points, roadblocks, or road closures supplemented by suitably equipped mobile ground and air patrols. Depending on the type of incident, multiple zones may be established.

Access into the evacuated areas should initially be limited to emergency services, including law enforcement, fire, emergency medical services ("EMS"), rescue, State and Federal resources, public works, utility companies, Coroner, and Animal Control Officers.

Security Requirements

To encourage compliance with evacuation orders, public and private property should be protected after an area is cleared. Residents are more likely to evacuate, and more likely to quickly comply with future evacuation orders, if they feel their property will be safe. Furthermore, the protection and security of the infrastructure located within evacuated areas is paramount to the safety of the community and will expedite the return of evacuees to their homes and businesses.

3.4 Re-entry

Following a moderate or mass evacuation event, the City will work to ensure a coordinated, safe, and orderly re-entry of residents into affected areas. Residents and recovery personnel will be permitted back into evacuated areas as soon as it is deemed safe.

See also Appendix B: Re-entry Planning and Execution.

SECTION IV. ROLES AND RESPONSIBILITIES

All agencies, jurisdictions and organizations with an evacuation response role are responsible for developing procedures to support their functions as described in this plan. In addition to standard responsibilities outlined in the City's EOP, tasks specific to evacuation functions are detailed here by City EOC position:

City EOC Director

Responsible Department: Oakley City Manager's Office

EOC Section: Management

Responsibilities

- Prioritize the allocation of resources for evacuation relative to overall incident requirements
- Ensure planning and logistics support for current and potential evacuation missions
- Maintain communications and request assistance from supporting agencies and jurisdictions

Public Information Officer

Responsible Agency: Oakley City Communications (City Manager's Office)

EOC Section: Management

Responsibilities

- Ensure that the community, including individuals with access and functional needs, receives current and updated evacuation warnings, orders, and directives
- Provide guidance to community members on what to do to protect themselves and their loved ones

Law Enforcement Branch Director

Responsible Department: Oakley Police Department

EOC Section: Operations

Responsibilities

- Identify, coordinate, and track designation of areas subject to evacuation warnings and orders
- Ensure issuance of evacuation warnings and orders

- Support evacuation operations in the field
- Identify accessible safety zones, TCPs, primary evacuation routes, and TEPs.
- Coordinate with Sheriff, California Highway Patrol and local law enforcement on the establishment of Traffic Control Points ("TCPs")
- Coordinate re-entry of residents and businesses into evacuated areas once threat has passed and area is deemed safe

Fire and Rescue Branch Director

Responsible Agency: Contra Costa County Fire Protection District

EOC Section: Operations

Responsibilities

- Assist with evacuation operations and medical response
- Coordinate rescue operations
- Support fire protection and search and rescue in evacuated areas

Operations Section Chief

Responsible Department: Oakley City Public Works

EOC Section: Operations

Responsibilities

- Assess impacts on City infrastructure and roadways that may affect evacuations
- Support Law Enforcement Branch in opening and closing City roads
- Provide resources including changeable message signs, k-rail barricades, and road cones to support road closures
- Coordinate re-entry inspections/repairs with all utilities including gas and electric
- Coordinate with the Oakley Water Agency and other partner organizations to identify infrastructure concerns that may affect re-entry timelines

Care and Shelter Branch Director

Responsible Department: Oakley City Recreation Division

EOC Section: Operations

Responsibilities

- Coordinate and staff Temporary Evacuation Points as needed; provide guidance to evacuees

- Staff shelter locations as needed

Schools Liaison

Responsible Department: TBD

EOC Section: Management – Liaison

Responsibilities

- Coordinate with school districts to determine status of facilities, operations, resource, and personnel needs
- Coordinate with Parks, American Red Cross, and County Employment and Human Services Department in identifying appropriate school sites for care and shelter operations if needed
- Inform EOC staff regarding issues related to schools and children

Animal Care Group Supervisor

Responsible Agency: TBD

EOC Section: Operations

Responsibilities

- Provide services and support for service animals and pets at Temporary Evacuation Points and shelters
- Support Operations Section Law Branch with animal control vehicles to assist with evacuation of pets
- Coordinate with non-governmental organizations and volunteer groups to facilitate evacuation of large animals and pets

Planning and Intelligence Section Chief

Responsible Agency: Oakley City Community Development Department

EOC Section: Planning and Intelligence

Responsibilities

Seek out, analyze and communicate the following information to all EOC staff and stakeholders:

- Nature and scope of the incident and potential threat to City residents and infrastructure.

- Approximate geographic area of actual and potential impact and the number of facilities and residents affected
- Status of communication systems, transportation systems, critical facilities, and utilities
- Status (open, partial closure, or full closure) of roads, bridges, major surface streets, and public transportation systems
- Evacuation and response operations in jurisdictions adjacent to the City
- Regional public safety concerns and incident management evacuation objectives
- Critical resource shortfalls impacting public safety, transportation, or critical City functions

Transportation Services Unit Leader

Responsible Agency: Oakley City Police Department

EOC Section: Logistics

Responsibilities

- In coordination with the Operations Section, develop a transportation plan to mobilize resources and support evacuation operations
- Provide accessible transportation resources to support TCPs, TEPs, shelter locations, and the on-going transit needs of residents and evacuees
- Work with the Logistics Section to acquire additional private sector and Non-Governmental Organization resources as required

Logistics Section Chief

Responsible Agency: Oakley City Human Resources Division

EOC Section: Logistics

Responsibilities

- Provide evacuation resource status information to Section Chiefs and Management
- Coordinate with agency, private, and public partnerships to secure fuel deliveries in anticipation of critical shortages for responders, ensuring movement of evacuees along traffic corridors, and other critical needs
- Work with the Care and Shelter Branch to coordinate shelter services for paratransit clients unable to return to their home in the affected area
- Work with Plans Chief to identify potential evacuation re-entry missions and resource demands

SECTION V. PLAN DEVELOPMENT AND MAINTENANCE

5.1 Overview

The Evacuation Annex is considered a working document that will evolve in response to ever-changing threats. Ongoing maintenance, training, and exercising of this Annex will ensure new hazards and changes in communities can be accommodated. A well-developed training and exercise program is vital to ensuring overall readiness and preparedness. Training ensures personnel are prepared for their roles and responsibilities. Emergency exercises assess the capabilities, resources, and working relationships of responding agencies.

5.2 Plan Maintenance

The Evacuation Annex will be reviewed and revised, as necessary. The City Manager's Office will lead the responsible departments in reviewing and updating their portions of the Annex based on identified deficiencies experienced in exercises or actual occurrences. The City Manager's Office is also responsible for revising this Annex to enhance the conduct of evacuation operations and will prepare, coordinate, publish and distribute any necessary changes to the Annex to all entities.

5.3 Training and Exercises

The community and City staff may benefit from awareness training on the policies and procedures in their respective evacuation plans. A critical element to ensuring the success of this Evacuation Annex is providing firsthand exercise experience to supplement classroom training. The City Manager's Office may coordinate evacuation exercises in unincorporated areas to familiarize communities with alert and warning, evacuation routes, and TEPs.

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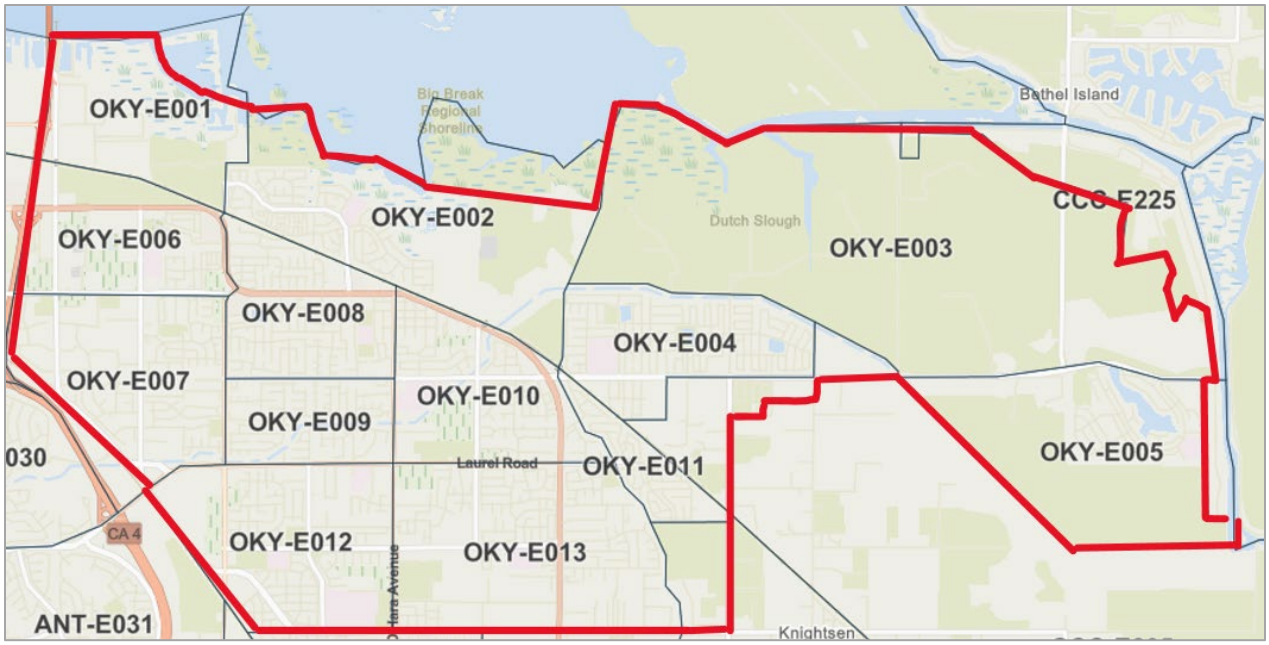
APPENDIX A: OAKLEY CITY EVACUATION ZONES

The City and the County use pre-designated evacuation zones to support key functions including:

- Phasing Evacuations: Phasing evacuations refers to the sequencing and timing of evacuation orders to prioritize populations most at risk and avoid overwhelming transportation networks, shelters, and response capabilities.
- Optimized Resource Use: By prioritizing resources such as transportation assets, law enforcement, and emergency medical services to specific zones, jurisdictions can allocate support where it is most needed.
- Enhanced Traffic Management: Dividing a jurisdiction into zones allows for more effective management of traffic flow, reducing bottlenecks and congestion on major evacuation routes.
- Improved Public Communication: Clear communication about zones reduces confusion and ensures residents understand when and where they need to evacuate.
- Support for All-Hazards Planning: Zones are applicable across various types of emergencies, including wildfires, floods, earthquakes, and chemical spills.

Evacuation zone maps for the City and areas adjacent to the City can be found at the Contra Costa County Community Warning System.

City of Oakley Evacuation Zones



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APPENDIX B: RE-ENTRY PLANNING AND EXECUTION

In a significant or prolonged evacuation incident, the Incident Commander will oversee movement of residents back into their neighborhoods. The City's EOC Law Enforcement Branch, in coordination with the Care and Shelter Branch Director, the Public Information Manager, and the Logistics Section Transportation Unit Leader will support the Incident Commander.

Site Safety Assessments

The impacted areas must be evaluated to ensure essential infrastructure services have been restored and it is safe for residents to return to their homes. The Incident Commander will coordinate with the EOC to conduct a safety assessment of the evacuated area including:

- Structural integrity of buildings, roads, and trees
- Integrity of gas lines, water lines, and sewer lines
- Assessment of debris and contaminant hazards
- Assessment of drinking water quality
- Assessment of accessibility of travel paths for people with disabilities, including residents and recovery personnel

Phased Re-entry

Re-entry may be phased to manage the number of people entering the disaster area and prioritized for public safety purposes.

Phase I
Allows the re-entry of personnel playing key roles in restoring normal services and ensuring public safety in the impacted area following a disaster. Phase I agencies and groups may include:

- Fire/Emergency Medical Services (EMS)/Search and Rescue Teams
- Law Enforcement and security agencies (including private security for facilities and residential communities)
- Animal Care Officers
- Official damage assessment teams
- Infrastructure and utilities repair personnel
- Debris clearing and removal crews

- Non-profit partners with a direct service responsibility
- Other personnel at the direction of the EOC

Phase II
Allows for the re-entry of residents and business owners who can prove they live, own, rent, lease, or otherwise need access to the restricted areas. In some cases, re-entry during this phase may be temporary as safety and security issues warrant.

Phase III
Allows for the re-entry of additional groups critical to long term recovery. These groups may include, but are not limited to the following:

- Relief workers
- Health and human services
- Insurance agents/claims adjusters
- Retail store management and staff

Allows for the resuming of normal access for residents and the demobilization of checkpoints and emergency personnel.

The public will be notified of the re-entry status through emergency broadcast radio, television, press releases, Contra Costa County Community Warning System ('CWS"), Internet, informational phone lines such as 211, community briefings, and informational updates at shelters.

Checkpoints and Routes

Law enforcement will establish/maintain Traffic Control Points along access routes to facilitate re-entry and maintain the security of evacuated areas.

Transportation resources will have to be coordinated to return evacuees requiring transportation assistance from evacuation points or shelters back to their communities

Identification will be required of anyone wishing to re-enter evacuation zones. If possible, a mobile credentialing system for all evacuees and emergency workers will be implemented. To expedite the identification process while maintaining security, credentials should identify the individual, agency (if applicable), specific level of access, and the timeframe of allowed access.

Displaced individuals should have proper identification, such as a driver's license, voter registration, utility bills, property tax receipts, or another official document that proves they reside within the affected area.

Relief workers should have an identification card from their organization and be able to prove they are fulfilling an assigned role or mission.

APPENDIX C: FIRE EVACUATION INFORMATION FOR RESIDENTS

By leaving early, you give your family the best chance of surviving a wildfire. You also help firefighters by keeping roads clear of congestion, enabling them to move in and out of your neighborhood, and thereby doing their job - saving lives and property of people affected by the threat of fire.

Evacuation May Be Necessary

- Back your car in the garage heading out with windows closed. Be sure to keep your keys with you so that you can evacuate quickly should it become necessary.
- Close the garage door and practice opening it manually in case of power failure.
- Always keep a flashlight and portable radio with you and stay tuned to your local news station.

Outdoors

- Move combustible yard furniture away from the house or store it in the garage.
- Cover windows, attic openings, eaves, and vents with less combustible material, such as 1/2-inch or thicker plywood.
- Attach garden hoses to faucets and place them so that they can reach all areas of your house.
- Place a ladder against the house on the opposite side of the approaching fire for access to the roof.

Indoors

- Close all windows and doors around your home to prevent sparks from blowing inside.
- Close all doors within the house to slow fire spread inside the house.
- Turn on the lights in all the rooms of your house, on the porch, and in the yard. Your home will be more visible through the smoke and darkness.
- Move furniture away from windows and sliding glass doors to avoid ignition from the radiant heat of the fire.

EVACUATION CHECKLIST

If an immediate evacuation is required, keep the six "P's" ready:

1. People and pets
2. Papers, phone numbers, and important documents
3. Prescriptions, vitamins, and eyeglasses
4. Pictures and irreplaceable memorabilia
5. Personal computers (information on hard drive and disks)
6. "Plastic" (credit cards, ATM cards) and cash

APPENDIX D: RECOMMENDED EVACUATION MANAGEMENT TRAINING

The courses listed below are available to those who may serve in functions supporting large evacuations.

Table D-1: Recommended Training

Course	Source
IS-100.C Introduction to Incident Command System, ICS 100	https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en
IS-700.B An Introduction to the National Incident Management System (NIMS)	https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en
IS-200.C Basic Incident Command System for Initial Response, ICS 200	https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&lang=en
Cal OES/CSTI SEMS/NIMS Combined Course (2015 or later)	California Specialized Training Institute (CSTI) classroom course; https://csti-ca.csod.com/catalog/CustomPage.aspx?id=20000553&tab_page_id=20000553&tab_id=20000590
MGT346 EOC Operations and Planning for All Hazards	https://teex.org/
G358 Evacuation and Re-Entry Planning Course	Classroom course; https://csti-ca.csod.com/ui/lms-learning-details/app/event/51203d17-6844-4cb7-866d-6bc89989a8d8?isOnePlayer=true
IAFC Evacuation Management 2-Day Course for Law & Fire Service Leaders	https://www.iafc.org/topics-and-tools/resources/resource/evacuation-management-2-day-course-for-law-fire-service-leaders
MGT-461 Evacuation Planning Strategies and Solutions	https://ndptc.hawaii.edu/training/catalog/50/#course-description

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APPENDIX E: AUTHORITIES AND REFERENCES

The following authorities, plans, and guidelines apply to this Evacuation Annex:

Federal

- 6 U.S. Code § 321a - Evacuation plans and exercises.
- 42 U.S.C. 960(23) – Temporary housing and evacuation of threatened persons are to be included in the scope of hazardous substance removal.
- Planning Considerations: Evacuation and Shelter-in-Place - Guidance for State, Local, Tribal, and Territorial Partners, Department of Homeland Security, 2019.

State

- Standard Statewide Evacuation Terminology. State of California, Office of Emergency Services, 2020.
- Legal Guidelines for Controlling Movement of People and Property during an Emergency. State of California, Office of Emergency Services, 1999.
- Legal Guidelines for Flood Evacuation. State of California, Office of Emergency Services, 1997.
- Transit Emergency Planning Guidance, California Department of Transportation, 2007.
- Integrated Evacuation Planning for Jurisdictions and Individuals with Access and Functional Needs, State of California, Office of Emergency Services, 2023.
- San Francisco Bay Area Regional Transportation Emergency Management Plan. Baseline Operating Plan. Metropolitan Transportation Commission, 2018.

City and Operational Area

- Emergency Operations Plan, City of Oakley
- Residents Guide to Wildfire Preparedness & Evacuation. Contra Costa County.

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APPENDIX F: ACRONYMS AND GLOSSARY

The following acronyms and terms are used in this Annex and may be used by supporting jurisdictions/agencies during an evacuation incident.

ADA	The Americans with Disabilities Act
AFN	Access and Functional Needs
Cal OES	California Governor's Office of Emergency Services
Caltrans	California Department of Transportation
CBO	Community Based Organization
CHP	California Highway Patrol
City	City of Oakley
CWS	Community Warning System (Contra Costa County)
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ICP	Incident Command Post
NGO	Non-Governmental Organization
OA	Operational Area
SEMS	Standardized Emergency Management System
TCP	Transportation Collection Point
TEP	Temporary Evacuation Point
UASI	Bay Area Urban Areas Security Initiative
UC	Unified Command
WEA	Wireless Emergency Alerts

Access & Functional Needs	Access and functional needs are defined by Cal OES as individuals who are or have: physical, developmental, or intellectual disabilities; chronic conditions or injuries; limited English proficiency; older adults; children; low-income, homeless and/or transportation-disadvantaged (i.e., dependent on public transit); and pregnant women.
Accessible	Encompassing the legally required features and/or qualities that ensure entrance, participation, and usability of places, programs, services, and activities by individuals with disabilities and others with access and functional needs.
Accessible Communication	Providing content in methods that are understandable and usable by people with limited or no ability to speak, see, or hear, those who experience limitations in learning or understanding, and those with limited English proficiency.
Contraflow	Contraflow is a form of reversible traffic operation in which one or more lanes of travel of a roadway are used for the movement of traffic in the opposite direction. It may be used to add capacity to roadways in an evacuation. Contraflow segments are most common and practical on freeways and divided highways because they have high capacity, ability to support high-speed operations, do not feature at-grade intersections that can interrupt the flow of traffic, and do not permit unrestricted access into reversed sections.
Evacuation	The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas. Depending on the hazard, an evacuation order may come from several agencies and/or authorities; however, evacuation operations are conducted and supervised by each jurisdiction's law enforcement agency.

Evacuation Center	Facilities that can accommodate people in transition during an emergency. Evacuation centers provide a central location for needs assessments and connection to available services.
Evacuation Route	Evacuation route means a transportation route or system that is owned, operated, or maintained by a local, tribal, State, or Federal government entity and is used to transport the public away from emergency events; or to transport emergency responders and recovery resources; and is designated by the eligible entity with jurisdiction over the area in which the route is located for the purposes of evacuation.
Evacuation Order	An order to persons within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of local officials. Legal implications for entering an area closed by an evacuation order exist.
Evacuation Warning	A warning to persons in a designated area that a threat to life and property exists or is likely to exist in the immediate future. An evacuation order may follow. Individuals issued this type of warning are not required to evacuate; however, it would be to their advantage to do so.
Pet	A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than commercial purposes, can travel in commercial carriers, and be housed in temporary facilities.
Reception Center	An interim site along an evacuation route that provides mass care and other emergency services to evacuees arriving in a host location via government transportation. A Reception Processing Site may be located within an impact jurisdiction (although outside the impact area) or in a host jurisdiction. These locations provide life-sustaining services—such as food, water, basic medical support, and assignment and

	transportation to a shelter. Additional services may include disaster and local weather information, reunification, and crisis counseling.
Re-Entry	The coordinated movement of first responders, recovery resources, and the public back into a community once a threat or hazard dissipates and the event causing the evacuation ends.
Reunification Center	If established. A Reunification Center (pre-Family Assistance Center) provides a venue for authorities to provide information to survivors, coordinate access to support services, and facilitate the collection of information from families about the victims that can be used for victim identification. May also be a virtual resource.
Service Animal	Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Mandatory registration of service animals is not permissible under ADA; however, service animals are subject to the same licensing and vaccination rules that are applied to all dogs.[12]
Shelter	*If established.* A facility where government agencies and/or pre-established voluntary organizations process, evaluate, and provide disaster services to evacuees without an endpoint destination. Meals and water should be available, as well as basic first aid, pet sheltering (if applicable), sleeping quarters, hygienic support, and basic disaster services (e.g., counseling, financial assistance, and referrals).
Shelter-in-Place	The use of a structure to temporarily separate individuals from a hazard or threat. Shelter-in-place is

[12] U.S. Department of Justice, Civil Rights Division, Disability Rights Section, *Frequently Asked Questions about Service Animals and the ADA*, July 20, 2015, https://www.ada.gov/regs2010/service_animal_qa.html

	the primary protective action in many cases. Often it is safer for individuals to shelter-in-place than to try to evacuate. Shelter-in-place is appropriate when conditions necessitate that individuals seek protection in their home, place of employment, or other location.
Temporary Evacuation Point	*If established.* A temporary evacuation point allows a government agency to provide impacted community members with a location to go outside the hazard area, while the decision to activate an overnight shelter is determined. A TEP can also provide impacted community members with limited access to health services and emotional support prior to finding overnight accommodation – i.e., overnight shelter, hotel, etc.
Transportation Collection Point	*If established.* A location that serves to temporarily stage evacuees who will be transported directly to either a local shelter or reception center during an evacuation. Ideal collection point locations are recognized landmarks such as a school or church but could also be a bus stop along an existing bus route. Local officials typically activate collection point(s) when there is an imminent threat requiring an evacuation, and there is time for a more comprehensive evacuation (e.g., slow water rise flood).

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OAKLEY
CALIFORNIA

Comprehensive Emergency Management Plan

October 2025

Volume 3: Tools and Supporting Documents

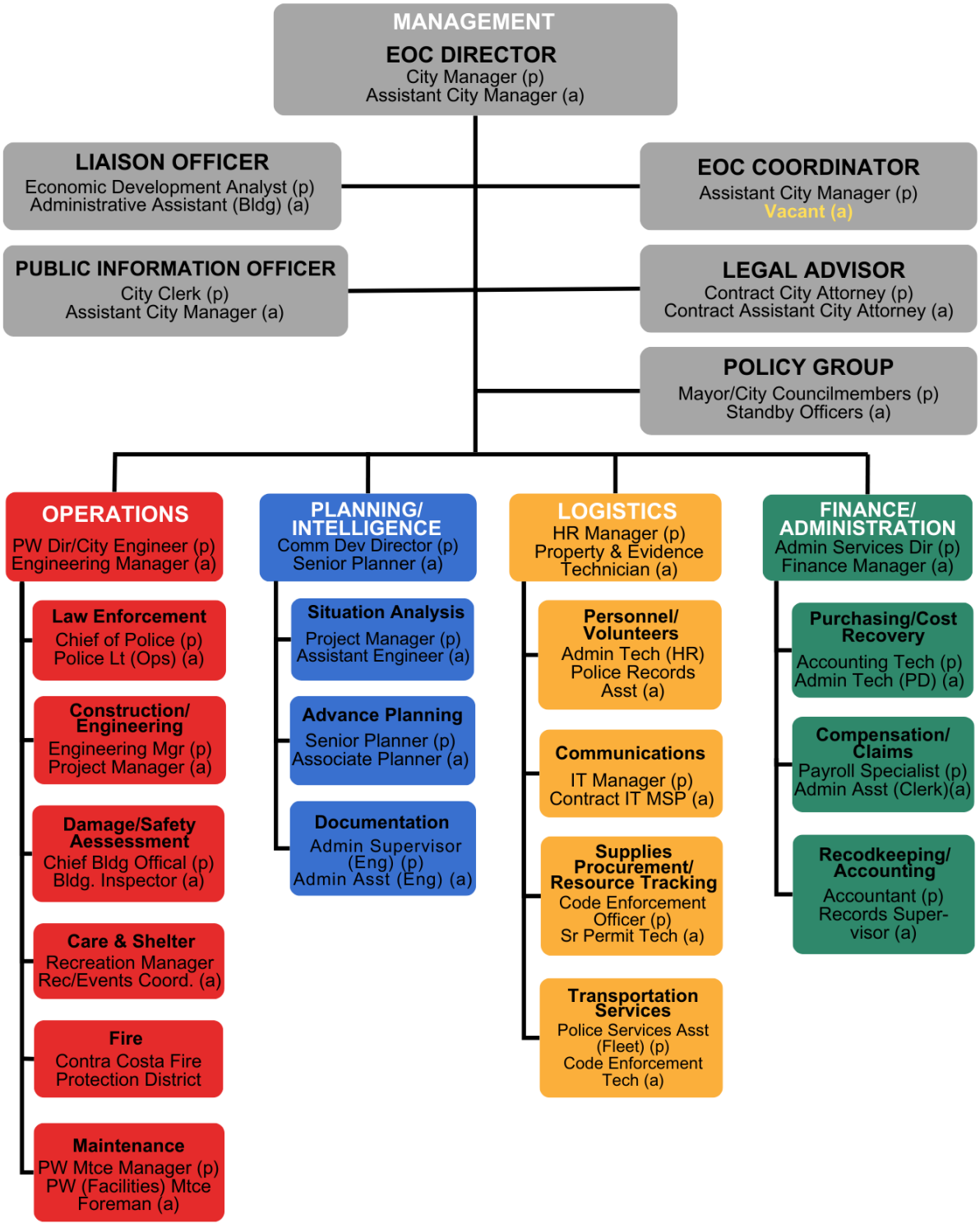
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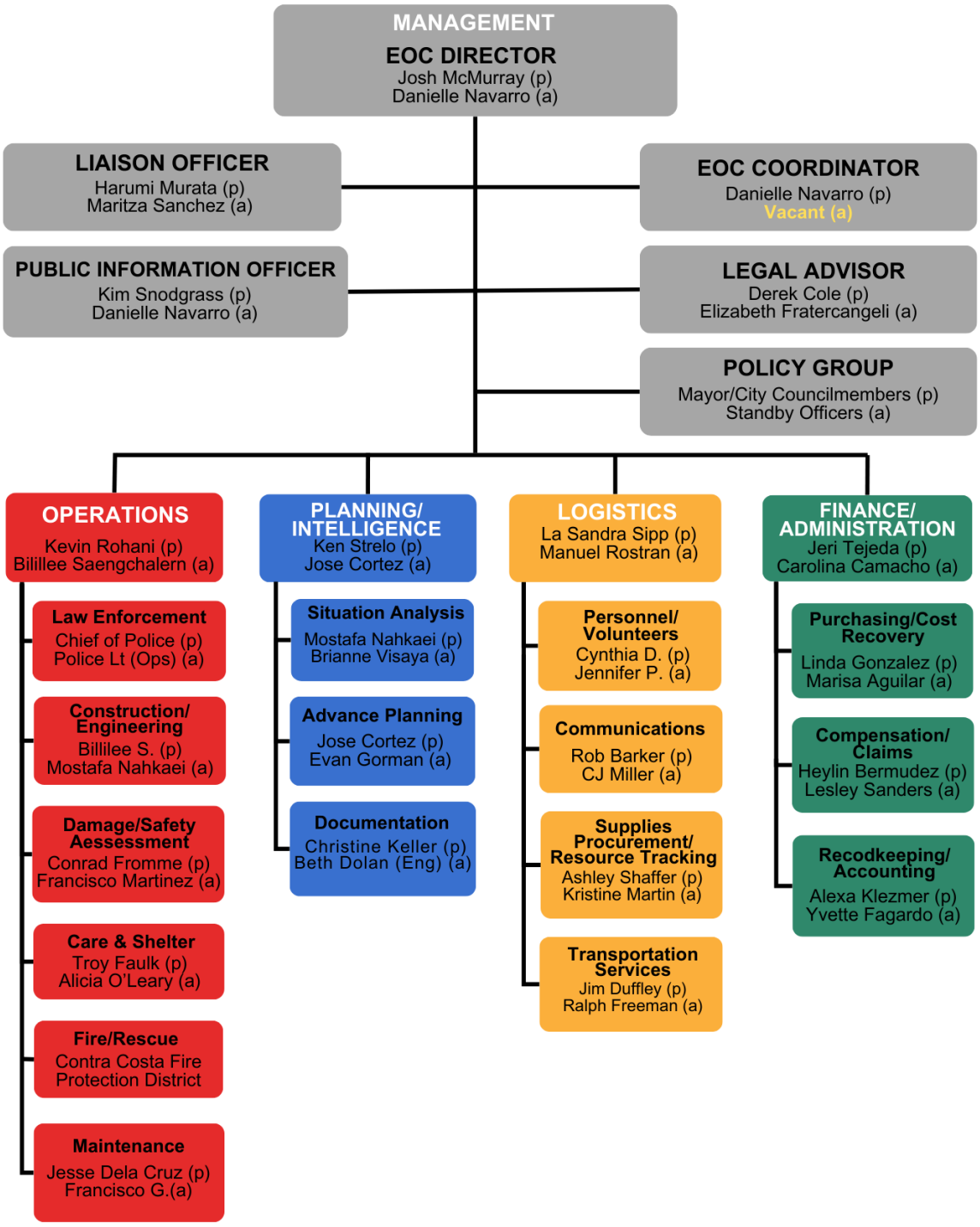
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Appendix A: Emergency Operations Center Organization Chart




MANAGEMENT
EOC DIRECTOR
Josh McMurray (p)
Danielle Navarro (a)
LIAISON OFFICER
Harumi Murata (p)
Maritza Sanchez (a)
EOC COORDINATOR
Danielle Navarro (p)
Vacant (a)
PUBLIC INFORMATION OFFICER
Kim Snodgrass (p)
Danielle Navarro (a)
LEGAL ADVISOR
Derek Cole (p)
Elizabeth Fratercangeli (a)
POLICY GROUP
Mayor/City Councilmembers (p)
Standby Officers (a)
OPERATIONS
Kevin Rohani (p)
Bililee Saengchalern (a)
Law Enforcement
Chief of Police (p)
Police Lt (Ops) (a)
Construction/ Engineering
Billilee S. (p)
Mostafa Nahkaei (a)
Damage/Safety Aessessment
Conrad Fromme (p)
Francisco Martinez (a)
Care & Shelter
Troy Faulk (p)
Alicia O'Leary (a)
Fire/Rescue
Contra Costa Fire Protection District
Maintenance
Jesse Dela Cruz (p)
Francisco G.(a)
PLANNING/ INTELLIGENCE
Ken Strelo (p)
Jose Cortez (a)
Situation Analysis
Mostafa Nahkaei (p)
Brianne Visaya (a)
Advance Planning
Jose Cortez (p)
Evan Gorman (a)
Documentation
Christine Keller (p)
Beth Dolan (Eng) (a)
LOGISTICS
La Sandra Sipp (p)
Manuel Rostran (a)
Personnel/ Volunteers
Cynthia D. (p)
Jennifer P. (a)
Communications
Rob Barker (p)
CJ Miller (a)
Supplies Procurement/ Resource Tracking
Ashley Shaffer (p)
Kristine Martin (a)
Transportation Services
Jim Duffley (p)
Ralph Freeman (a)
FINANCE/ ADMINISTRATION
Jeri Tejeda (p)
Carolina Camacho (a)
Purchasing/Cost Recovery
Linda Gonzalez (p)
Marisa Aguilar (a)
Compensation/ Claims
Heylin Bermudez (p)
Lesley Sanders (a)
Recodkeeping/ Accounting
Alexa Klezmer (p)
Yvette Fagardo (a)

Appendix B: Position Checklists

Common Responsibilities

** **Please Note:** the following is a checklist applicable to all EOC personnel and should be attached to all position-specific checklists:*

1. Receive assignment from your agency, including:

   - Job assignment
   - Reporting location
   - Reporting time
   - Any special instructions

2. Upon arrival at the EOC, check in at designated Check-in location.
   - If you are instructed to report directly to an assignment, check in with your supervisor.

3. Receive briefing from immediate supervisor.

4. Acquire work materials, set up work station and put on your vest.

5. Determine your resource needs, such as a computer, phone, plan copies and other reference documents.

6. Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers.

7. Organize and brief subordinates if applicable.

8. Know or become familiar with EOC Position Checklists.

9. Log into WEBEOC at https://contracosta.webeocasp.com/contracosta/default.aspx. (User guide and login in steps in Emergency Operations Team – General folder in Teams.

10. Use Incident Command System (ICS) terminology in all communications.

11. Maintain Activity Log (ICS Form 214) documenting names, times, places and any relevant incident activities or any notable events or communications for all persons under your scope of supervision. Be sure to include yourself, beginning the log with the time and circumstances under which you were notified of the event. This log must be continually updated and maintained for the entire duration of the incident. Consider assigning this task to a scribe. All completed ICS Form 214s must be given to the Documentation Unit in the Planning/Intelligence Section at the end of each operational period.

12. Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.

13. Respond to demobilization orders and brief subordinates regarding demobilization.

MANAGEMENT SECTION

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Policy Group

SECTION:	Management
PRIMARY:	Mayor and City Council Members
ALTERNATE:	Standby Officers
SUPERVISOR:	N/A

General Duties

- Undertake periodic policy review of the City's Comprehensive Emergency Management Plan (CEMP).
- Recommend strategies and/or policies for the City.
- Ratify any proclamation of a Local Emergency and adopt emergency ordinances and resolutions.
- Designate alternates in the event City Council Members are unavailable at the time of an emergency or disaster.
- Ensure that continuity of government is maintained.
- Prepare situation status reports for their community jurisdiction areas.

Operational Phase

- ☐ Receive regular briefings from the EOC Director.
- ☐ Support the EOC Director and EOC Section Chiefs during the development an overall strategy and an Emergency Action Plan (EAP): The EAP will help this group understand the following:
  - ✓ Situation status
  - ✓ Understand the problems related to this event.
  - ✓ Review the established priorities.
  - ✓ Estimated incident/event duration.
  - ✓ Develop an understanding of short and long-range recovery plans.
- ☐ Coordinate with the Public Information Officer (PIO). If directed, conduct media briefings and disseminate public information.
- ☐ Coordinate with the Legal Advisor to secure legal advice.

Note: The Policy Group cannot release information to the media unless approved by the EOC Director.

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Emergency Operations Center (EOC) Director

SECTION:	Management
PRIMARY:	City Manager
ALTERNATE:	Assistant City Manager
SUPERVISOR:	N/A

General Duties

- Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- Provide overall management responsibility for the coordination between emergency response agencies within the jurisdictional area.
- In conjunction with the General Staff, set jurisdictional priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.
- Ensure that inter-agency coordination is accomplished effectively.
- Ensure that the response is fully documented for legal and financial reasons.
- Approve all internal and external communications.

Activation Phase

☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
☐ Depending on the type and extent of the incident, implement partial or full activation of the EOC.
☐ Determine if essential personnel or alternates are in the EOC or have been notified.
☐ Respond immediately to the EOC and determine operational status.
☐ Obtain briefing from whatever sources are available.
☐ Ensure that the EOC is properly set up and ready for operations.
☐ Ensure that an EOC check-in procedure is established immediately.
☐ Ensure that an EOC organization and staffing chart is posted and completed.
☐ Determine which Management Staff positions are required and ensure they are filled as soon as possible.

☐ Legal Advisor
☐ Public Information Officer
☐ Liaison Officer
☐ EOC Coordinator
☐ Policy Group

☐ Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.

- ☐ Operations Section Chief
- ☐ Planning/Intelligence Section Chief
- ☐ Logistics Section Chief
- ☐ Finance/Administration Section Chief

- ☐ Ensure that telephone and/or radio communications with other EOCs are established and functioning.
- ☐ Schedule the initial Emergency Action Planning meeting.
- ☐ Confer with the Section Chiefs to determine what representation is needed at the EOC from other emergency response agencies.
- ☐ Assign a Liaison Officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Inter-agency Coordination Group.
- ☐ Establish operational work periods for all EOC personnel. (Twelve-hour maximum shifts are recommended).
- ☐ Log into WEBEOC at https://contracosta.webeocasp.com/contracosta/default.aspx. (User guide and login in steps in Emergency Operations Team – General folder in Teams

Operational Phase

- ☐ Ensure that Management Section position logs and other necessary files are maintained.
- ☐ Assess the situation with the EOC Section Chiefs and identify needed protective action missions including: rescue, medical aid, evacuation, shelter, control or containment, public information and warning, and security.
- ☐ Monitor General Staff activities to ensure that all appropriate actions are being taken.
- ☐ Periodically meet with the Public Information Officer (PIO) to approve the release of information to the news media.
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- ☐ Based on status reports, determine initial objectives and strategy and establish the immediate priorities for the EOC.
- ☐ In coordination with Management Staff, prepare EOC objectives for the initial Emergency Action Planning Meeting.
- ☐ Convene first Emergency Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Emergency Action Planning procedures are followed. Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section Chief (See Appendix E: Meetings, Briefings and Action Plans).
- ☐ Approve and authorize the implementation of an Emergency Action Plan (EAP). The Planning/Intelligence Section prepares an Emergency Action Plan. It includes a summary of the current situation, a list of objectives, assignments, and actions items to carry out section objectives, current organizational chart for the EOC and the length of the operational period.
- ☐ Assess available resources and request assistance, as needed.

- ☐ Review and approve all requests for additional resources or for the release of resources. Forward approved requests to Logistics Section.
- ☐ Conduct periodic briefings with the General Staff to ensure objectives and strategy are current and appropriate.
- ☐ Keep the Mayor, City Council and the County informed of all major issues and decisions.
  See - City Council Standby Council Members list – Continuity of Government.
- ☐ Formally issue an Emergency Proclamation as necessary, and coordinate local government proclamations with other emergency response agencies, as appropriate.
- ☐ Convene Operational Period Briefing. The Operational Period Briefing presents the Emergency Action Plan for the upcoming operational period to EOC personnel, ensuring that ongoing activities are identified and follow-up requirements are known. Ensure that the Planning/Intelligence Section Chief facilitates the meeting appropriately (See Appendix E: Meetings, Briefings and Action Plans).
- ☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase

- ☐ Authorize demobilization of sections, branches, and units when they are no longer required.
- ☐ Notify Operational Area EOC and other appropriate organizations of the planned demobilization, as appropriate.
- ☐ Deactivate the EOC at the designated time, as appropriate.
- ☐ Proclaim termination of the emergency response and proceed with recovery operations.
- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Liaison Officer

SECTION:	Management
PRIMARY:	Economic Development Analyst
ALTERNATE:	Administrative Assistant (bldg.)
SUPERVISOR:	EOC Director

General Duties

- Act as the point of contact for the agency representatives assigned to the incident and EOC by assisting or cooperating agencies. This may include, but is not limited to, incident management teams, public works, utilities, American Red Cross, County OES/ Contra Costa County Sheriff's Office, hospitals, schools, etc.
- Ensure that agency representatives are informed and involved in the incident response.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- Ensure that position specific guidelines, policy directives, situation reports and a copy of the Emergency Action Plan are provided to agency representatives upon check-in.
- Provide orientations for VIPs and other visitors to the EOC.
- Ensure that demobilization is accomplished when directed by the EOC Director.

Activation Phase

☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
☐ Report to the EOC Director.
☐ Obtain assistance for your position through the Personnel/Volunteers Unit in the Logistics Section, as required.

Operational Phase

☐ Contact Agency Representatives already on-site, ensuring that they:
- Have signed into the EOC.
- Understand their role in the EOC.
- Know their work locations.
- Understand the EOC organization and floor plan.

☐ Determine if additional representation is required from:
- Community based organizations.
- Private organizations.
- Utilities not already represented.
- Other agencies.

- ☐ Attend and participate in all Emergency Action Planning meetings, providing current resource status, including limitations and capability assisting agency resources.
- ☐ Maintain a list of assisting and cooperating agencies and Agency Representatives.
- ☐ In conjunction with the EOC Director, establish and maintain an Inter-agency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- ☐ Keep agencies supporting the incident aware of event status.
- ☐ Monitor incident operations to identify current or political inter-organizational problems.
- ☐ Obtain Points(s) of Contact (POC) and telephone numbers for those outside agencies who are involved in the incident response that do not or cannot send a Liaison Officer to the EOC.
- ☐ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- ☐ Respond to requests from incident personnel and interagency resources. Ensure that all agency and jurisdictional resources have been checked in through the Logistics Section.
- ☐ Provide assistance and periodic liaison activity updates to EOC Staff, EOC Director, and Policy Group members, as required.
- ☐ Maintain a roster of agency representatives located at the EOC. Roster should include assignment within the EOC (Section or Inter-agency Coordination Group). Roster should be distributed internally on a regular basis.
- ☐ Attend Operational Period Briefing at the request of the EOC Director.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Agency Representative

SECTION:	Management
PRIMARY:	To be assigned based on the event
ALTERNATE:	To be assigned based on the event
SUPERVISOR:	Liaison Officer

General Duties

- Individual assigned to the EOC from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the EOC.
- Speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the EOC.
- Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Obtain situation status information and response activities from their agencies for the EOC.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the EOC Director.
- ☐ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
- ☐ Unpack any materials you may have brought with you and set up your assigned station, requesting necessary materials and equipment through the Liaison Officer and/or Logistics Section.
- ☐ Contact the EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

Operational Phase

- ☐ Keep up-to-date on the situation and resources associated with your position. Maintain status reports and displays.
- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Provide appropriate situation information to the Planning/Intelligence Section.
- ☐ Represent your agency at Emergency Action Planning meeting, as appropriate, providing update briefings about your agency's activities and priorities.
- ☐ Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director as required.

- ☐ Cooperate fully with the EOC Director and the General Staff on agency involvement at the EOC.
- ☐ On a regular basis, inform your agency of the EOC priorities and actions that may be of interest.
- ☐ Advise the Liaison Officer of any special agency needs or requirements.
- ☐ Attend and participate in Operational Period Briefing, as appropriate.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- ☐ Have a debriefing session with the Liaison Officer or EOC Director prior to departure.
- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

EOC Coordinator

SECTION:	Management
PRIMARY:	Assistant City Manager
ALTERNATE:	Vacant
SUPERVISOR:	EOC Director

General Duties

- Facilitate the overall functioning of the EOC.
- Maintain the EOC in operational order by procuring and repairing equipment, and obtaining supplies as needed.
- Control personnel access to the EOC in accordance with policies established by the EOC Director.
- Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.
- Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.
- Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.
- Develop and recommend measures for assuring personnel safety, and to assess and/or anticipate EOC hazards or unsafe conditions.
- Stop or modify all unsafe operations outside the scope of the Emergency Action Plan, notifying the EOC Director of all actions taken.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the EOC Director.
- ☐ Assist the EOC Director in determining appropriate staffing for the EOC.
- ☐ Provide assistance and information regarding section staffing to all general staff.

Operational Phase

- ☐ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions that might result in liability, unsafe layout, or equipment set-up, etc. Assist in sealing off any hazardous areas at the EOC. Provide access control, as required.
- ☐ Develop safety plans and announcements and distribute to EOC personnel.

- ☐ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- ☐ If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ☐ Ensure that the EOC facility is free from any environmental threats (e.g., radiation exposure, air purity, water quality, etc.).
- ☐ Keep the EOC Director advised of unsafe conditions; take action when necessary.
- ☐ Attend and participate in all Emergency Action Planning meetings.
- ☐ Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Emergency Action Plan.
- ☐ Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- ☐ Assist the Planning/Intelligence Section in the development, continuous updating, and implementation of the Emergency Action Plan. Review the Emergency Action Plan for safety and security implications.
- ☐ Provide overall procedural guidance to General Staff as required.
- ☐ Assist in any EOC evacuation.
- ☐ As requested, provide security for any EOC critical facilities, supplies, or materials.
- ☐ Provide general advice and guidance to the EOC Director as required.
- ☐ Ensure that all notifications are made to the Operational Area EOC.
- ☐ Ensure that all communications with appropriate emergency response agencies is established and maintained.
- ☐ Assist the EOC Director in preparing for and conducting briefings with Management Staff, the agency or jurisdiction policy groups, the media, and the public.
- ☐ Assist the EOC Director and Liaison Officer, in establishing and maintaining Inter-agency Coordination Groups as necessary.
- ☐ Exercise emergency authority to stop or prevent unsafe acts and communicate such exercise of authority to the EOC Director.
- ☐ Investigate accidents that have occurred at the EOC.
- ☐ Initiate appropriate mitigation measures (e.g., personnel accountability).
- ☐ Assist the Liaison Officer with coordination of all EOC visits.
- ☐ Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
- ☐ Attend and participate in Operational Period Briefing, as appropriate.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Public Information Officer

SECTION:	Management
PRIMARY:	City Clerk
ALTERNATE:	Assistant City Manager
SUPERVISOR:	EOC Director

General Duties

- Develop and release information about the incident to the news media, to EOC personnel, Public Information Officers at incidents and to other appropriate agencies and organizations as required.
- Serve as the central coordination point for the agency or jurisdiction for all media releases.
- Ensure that the public within the affected area receives complete, accurate and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
- Develop the format for press conferences, in conjunction with the EOC Director.
- Maintaining a positive relationship with the media representatives.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the EOC Director.

Operational Phase

- ☐ Determine from the EOC Director if there are any limits on information release.
- ☐ Develop material for use in media briefings.
- ☐ Obtain EOC Director's approval of media releases.
- ☐ Determine need for establishment of a Joint Information Center (JIC).
- ☐ Attend and participate in all Emergency Action Planning meetings to update news bulletins and media news releases. Participate in development of the Emergency Action Plan.
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- ☐ Coordinate with the Situation Assessment Unit and identify the method for obtaining and verifying significant information as it is developed.
- ☐ Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.

- ☐ Implement and maintain an overall information release program.
- ☐ Interact with other EOC PIOs and obtain information relative to public information operations.
- ☐ Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
- ☐ In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- ☐ At the request of the EOC Director, prepare and conduct media briefings. Arrange meetings between the media and emergency personnel and/or members of the City Council or other VIPs.
- ☐ Arrange for tours and other interviews or briefings that may be required.
- ☐ Ensure that a rumor control function is established to correct false or erroneous information.
- ☐ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas.
- ☐ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ☐ Monitor broadcast and social media, using information to develop follow-up news releases and rumor control.
- ☐ Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- ☐ Coordinate information releases with county, state, and federal teams, as needed.
- ☐ Coordinate with local radio broadcasting organizations or other communications systems to issue warnings via KCBS 740 AM, KGO 810 AM, Contra Costa County TV (CCTV) and the Contra Costa County Community Warning System.
- ☐ Post the information in the EOC and the news media center.
- ☐ Publicize an official list of assistance centers and shelter sites.
- ☐ Ensure that announcements and information are translated for Access and Functional Needs (AFN) populations.
- ☐ Provide periodic informational and media updates to the Management Staff.
- ☐ Ensure that file copies are maintained of all information released.
- ☐ Maintain a log noting messages received; releases published; interviews granted; and other activities. Maintain record of personnel on duty.
- ☐ Provide copies of all media releases to the EOC Director.
- ☐ Attend and participate in Operational Period Briefing, as appropriate.
- ☐ Conduct shift changes briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Legal Advisor

SECTION:	Management
PRIMARY:	Contract City Attorney
ALTERNATE:	Contract Assistant City Attorney
SUPERVISOR:	EOC Director

General Duties

- Advise the City Council, EOC Director, and the EOC Section Chiefs on the legality and/or legal implications of emergency actions and policies.
- Develop preplanned emergency regulations as necessary and participates in planning functions as directed by the EOC Director.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the EOC Director.
- ☐ Assist the EOC Director in determining appropriate staffing for the EOC.
- ☐ Provide assistance and information regarding section staffing to all General Staff.

Operational Phase

- ☐ Establish areas of legal responsibility and potential liabilities.
- ☐ Participate with the Policy Group as necessary.
- ☐ Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Emergency Action Plan.
- ☐ Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions and other legal requirements.
- ☐ Attend and participate in all Emergency Action Planning meetings.
- ☐ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the Emergency Action Plan.
- ☐ Provide overall procedural guidance to General Staff as required.
- ☐ Provide general advice and guidance to the EOC Director as required.
- ☐ Assist the EOC Director in preparing for and conducting briefings with Management Staff, the Policy Group, the media, and the public.
- ☐ Develop rules, regulations, and laws required for acquisition and/or control of critical resources.
- ☐ Develop necessary ordinances and/or regulations in regards to legal considerations.
- ☐ Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.

- ☐ Prepare documents relative to the demolition of hazardous structures or conditions.
- ☐ Attend Operational Period Briefing at the request of the EOC Director.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period and any other pertinent information.

Please Note: *An Emergency Procedures Manual for the City Attorney's Office is located in the Management Section Box in the EOC. It includes and forms of emergency resolutions and proclamations.*

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

OPERATIONS SECTION

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Operations Section Chief

SECTION:	Operations
PRIMARY:	PW Director/City Engineer
ALTERNATE:	Engineering Manager
SUPERVISOR:	EOC Director

General Duties

- Exercise overall responsibility for the coordination of activities within the Operations Section.
- Activate and supervise organization elements in accordance with the Emergency Action Plan (EAP) and directs its execution.
- Direct the preparation of unit operational plans, requests or releases resources, make expedient changes to the Emergency Action Plan (EAP) as necessary, and report such to the EOC Director.
- Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the Emergency Action Plan are carried out effectively.
- Establish the appropriate level of organization within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- If the event involves an Oakley Union Elementary School District (OUESD), Liberty Union High School District (LUHSD) or the Antioch Unified School District (AUSD) schools or property, request a Liaison Officer from the affected District be assigned to the EOC.
- Ensure that the Planning/Intelligence Section is provided with Status Reports and Major Incident Reports.
- Conduct periodic Operations briefings for the EOC Director as required or requested.
- Supervise the Operations Section.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the EOC Director.
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Meet with Planning/Intelligence Section Coordinator; obtain a preliminary situation briefing.
- ☐ Based on the situation, activate appropriate branches within the section. Designate Branch Directors as necessary.

- ☐ Fire/Rescue Branch
- ☐ Law Enforcement Branch
- ☐ Damage/Safety Assessment Unit
- ☐ Public Works Maintenance Branch
- ☐ Construction/Engineering Branch
- ☐ Care and Shelter Branch

Please Note: *Fire/Rescue Branch job duties are coordinated with outside agencies and will not be in the EOC.*

- ☐ Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.
- ☐ Request additional personnel for the section as necessary for 24-hour operation.
- ☐ Obtain a current communications status briefing from the Communications Unit in the Logistics Section. Ensure that there is adequate equipment and radio frequencies available as necessary for the section.
- ☐ Determine estimated times of arrival of section staff from the Personnel/Volunteers Unit in the Logistics Section.
- ☐ Confer with the EOC Director to ensure that the Planning& Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- ☐ Establish radio or phone communications with Department Operations Centers (DOC)s, and/or with Incident Commander(s) (IC)s as directed, and coordinate accordingly.
- ☐ Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- ☐ Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period.
- ☐ Review responsibilities of branches in section; develop the operations portion of the Emergency Action Plan detailing strategies for carrying out Operations objectives.
- ☐ Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase

- ☐ Ensure Operations Section position logs and other necessary files are maintained.
- ☐ Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports.
- ☐ Ensure that all media contacts are referred to the Public Information Officer.
- ☐ Convene EOC Section Coordination meeting with staff to determine Section objectives based on the overall priorities.

- ☐ Assign specific work tasks to various Branches in the Operations Section as required.
- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- ☐ Attend and participate in all Emergency Action Planning meetings.
- ☐ Provide the Planning/Intelligence Section Chief with the Operations Section objectives at least 30 minutes prior to each Emergency Action Planning meeting.
- ☐ Work closely with Operations Section staff to assure that Section objectives, as defined in the current Emergency Action Plan, are being addressed.
- ☐ Ensure that the branches coordinate all resource needs through the Logistics Section.
- ☐ Ensure that intelligence information is made available to the Planning/Intelligence Section in a timely manner.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- ☐ Brief the EOC Director on all major incidents.
- ☐ Advise Logistics Section of staff and/or equipment resources that are available for reassignment to other areas.
- ☐ Review suggested list of resources to be released and initiate recommendation for release of resources.
- ☐ Report information about current service and support capabilities, special activities, events, and occurrences to the EOC Director.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
- ☐ Brief Operations Section staff periodically on any updated information you may have received.
- ☐ Share status information with other sections as appropriate.
- ☐ Attend and participate in Operational Period Briefing. The Operational Period Briefing presents the Emergency Action Plan for the upcoming operational period to EOC personnel, ensuring that ongoing activities are identified and follow-up requirements are known.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Fire and Rescue Branch Director

SECTION:	Operations
PRIMARY:	Contra Costa County Fire Protection District
ALTERNATE:	Contra Costa County Fire Protection District
SUPERVISOR:	Operations Section Chief

General Duties

- Supervise and manage the Fire/Rescue Branch Operations.
- Coordinate fire, emergency medical, hazardous materials and urban search and rescue operations in the jurisdictional area.
- Assist Fire/Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary.
- Coordinate the mobilization and transportation of all resources through the Logistics Section.
- Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state, and federal response, and maintain status of unassigned fire/rescue resources.
- Coordinate with the Law Enforcement Branch Director on jurisdiction Search and Rescue activities.

Activation Phase

☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
☐ Report to the Operations Section Chief.
☐ Based on the situation, activate **optional** units within the Fire/Rescue Branch:

☐ Fire/Rescue Unit
☐ Emergency Medical Unit
☐ HazMat Unit

☐ If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire/Rescue Mutual Aid Coordinator.
☐ Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Chief.
☐ Based on the initial EOC strategic objectives, prepare objectives for the Fire/Rescue Branch and provide them to the Operations Section Chief prior to the first Emergency Action Planning meeting.

Operational Phase

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained.
- ☐ Obtain and maintain status on Fire/Rescue missions being conducted in the jurisdictional area.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire/Rescue Branch operations periodically or as requested during the operational period.
- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Operations Section Chief.
- ☐ Report to Operations Section Chief when the Emergency Action Plan needs to be modified, or additional resources are needed, or surplus resources are available, or when hazardous situations or significant events occur.
- ☐ Approve accident and medical reports (home agency forms) originating from the Branch.
- ☐ On a regular basis, complete and maintain the Fire/Rescue Status Report.
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (daily time sheets and notification of any emergency expenditures).
- ☐ Prepare objectives for the Fire/Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Emergency Action Planning meeting.
- ☐ Attend Operational Period Briefing at the request of the Operations Section Chief.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Law Enforcement Branch Director

SECTION:	Operations
PRIMARY:	Chief of Police
ALTERNATE:	Police Lieutenant (Ops)
SUPERVISOR:	Operations Section Chief

General Duties

- Coordinate all law enforcement and traffic control operations during an incident.
- Ensure the provision of security at EOC facilities.
- Coordinate movement and evacuation operations during an emergency.
- Alert and notify the public of the impending or existing emergency.
- Coordinate law enforcement, search and rescue, and traffic control operations during the emergency.
- Coordinate site security at incidents.
- Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
- Supervise the Law Enforcement Branch.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Operations Section Chief.
- ☐ Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested.
- ☐ Provide an initial situation report to the Operations Section Chief.
- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Emergency Action Planning meeting.

Operational Phase

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained.
- ☐ Maintain status on Law Enforcement resources committed and available.
- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Operations Section Chief.
- ☐ Report to Operations Section Chief when the Emergency Action Plan needs to be modified, or additional resources are needed, or surplus resources are available, or when hazardous situations or significant events occur.

- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- ☐ Approve accident and medical reports (home agency forms) originating from the Branch.
- ☐ Alert and notify the public of the pending or existing incident.
- ☐ Activate any public warning systems.
- ☐ Alert essential Law Enforcement personnel and initiate recall as required.
- ☐ Order an immediate general survey of the areas affected by the event by field units. Report information to the Operations Section Chief and the Planning/Intelligence Section Chief.
- ☐ Plan and conduct evacuation of areas of the city where there is severe damage or life-threatening hazards.
- ☐ Prepare and implement a Public Warning Plan, as needed.
- ☐ Prepare a plan to screen traffic coming into the city, especially into dangerous areas.
- ☐ Work with the Maintenance Branch to establish emergency traffic routes and initiate traffic control.
- ☐ Prepare a security plan for:

    - ✓ Evacuation Areas
    - ✓ Designated Shelter Sites
    - ✓ Fatality Collection Areas
    - ✓ Emergency Medical Treatment Facilities
    - ✓ Casualty Collection Points
    - ✓ Fire Stations
    - ✓ Emergency Operations Center (EOC)

- ☐ Work with County Animal Services personnel to prepare and implement an Animal Control Plan as necessary.
- ☐ Determine need for Coroner's Mutual Aid.
- ☐ Assist the County Coroner's Division in the identification of remains, body collection, body removal, and the operation of a temporary morgue.
- ☐ Arrange for feeding and sheltering of mutual aid police personnel as necessary with the Logistics Section.
- ☐ Prepare a plan to handle requests for assistance from other jurisdictions.
- ☐ Coordinate with and support Coroner Field Teams consisting of members of local mortuaries and a city police representative.
- ☐ Establish radio contact with Coroner Field Teams if appropriate.
- ☐ If appropriate, report all field activities to the Coroner at the Operational Area EOC.
- ☐ Coordinate and assume responsibility as necessary for Coroner Operations.
- ☐ Establish temporary morgues, as needed.
- ☐ Collect and organize records of reports concerning deaths, injuries, missing and located persons.
- ☐ Segregate casualty information concerning law enforcement, fire, and other agency personnel from general casualty information.
- ☐ Maintain a list of hospitals, evacuation centers, temporary first aid stations and morgue facilities.
- ☐ Establish liaison with local mortuaries, morgues, and fatality collection points.

- ☐ Arrange for security and accountability of personal belongings of deceased.
- ☐ Maintain the following records:

    - ✓ Identification of deceased
    - ✓ Date/time of death
    - ✓ Name, address, phone, etc., of person who found the body
    - ✓ Name, badge number, and department of officer investigating the death
    - ✓ Name of person transporting the body
    - ✓ Name of person receiving and identifying the body
    - ✓ Photographs of deceased prior to removal
    - ✓ Inventory of deceased's personal belongings
    - ✓ Circumstances surrounding death
    - ✓ Apparent cause of death
    - ✓ Date, time, and name of person to whom the body is released.

- ☐ Determine need for Law Enforcement Mutual Aid.
- ☐ Coordinate incoming law enforcement mutual aid resources during the incident.
- ☐ On a regular basis, complete and maintain the Law Enforcement Status Report.
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance Section (daily time sheets and notification of any emergency expenditures).
- ☐ Prepare objectives for the Law Enforcement Branch for the subsequent Operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Emergency Action Planning Meeting.
- ☐ Attend Operational Period Briefing at the request of the Operations Section Chief.
- ☐ Maintain all required records and documentation of personnel and equipment used throughout the incident response.
- ☐ Maintain a Law Enforcement Unit Log noting messages received, decisions made, actions taken, and other activities. Maintain record of personnel on duty.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Community Emergency Response Team (CERT) Coordinator (Future)

SECTION:	Operations
PRIMARY:	CERT Program Manager
ALTERNATE:	Vice-Chair of CERT Steering Committee
SUPERVISOR:	Law Enforcement Branch Director

General Duties

- Establish and maintain communication between EOC and CERT teams.
- Assign tasks to specific CERT teams.
- Coordinate the rotation and/or relief of the CERT teams.
- Forward mission status reports to the Law Enforcement Branch Director.
- Keep a record of CERT mission assignments, including date and time assigned, date and time completed, number of CERT members/teams assigned to each mission and other reports as required.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Law Enforcement Branch Director, or other assigned Supervisor.
- ☐ Determine how many CERT teams are available or will be available within specified times, and the number of personnel available in each team.
- ☐ Provide an initial situation report to the Law Enforcement Branch Director.

Operational Phase

- ☐ Ensure that CERT team mission assignments, logs and other necessary files are maintained.
- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Maintain status on CERT missions being conducted.
- ☐ Provide Law Enforcement Branch Director and the Planning Intelligence Section with an overall summary of CERT team activities for each operational period.
- ☐ Refer all contacts with the media to the Public Information Officer at the EOC.
- ☐ Provide information on mission status of CERT teams for the next operational period (e.g., number of teams assigned and the specific assignments of each team; the number of teams available for assignment; and the personnel strength of each team) to the Law Enforcement Branch Director prior to the end of the shift and for the next Emergency Action Planning meeting.

- ☐ Provide your relief with a briefing at shift change informing him/her of all ongoing activities and objectives for the next operational period, as well as any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Construction/Engineering Branch Director

SECTION:	Operations
PRIMARY:	Engineering Manager
ALTERNATE:	Project Manager
SUPERVISOR:	Operations Section Chief

General Duties

- Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
- Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
- Survey all other infrastructure systems, such as streets and roads within the jurisdictional area.
- Supervise the Engineering Branch.

Activation Phase

☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
☐ Report to the Operations Section Chief or other assigned Supervisor.
☐ Based on the situation, activate the **optional unit** within the Engineering Branch:

☐ Utilities Unit

☐ Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
☐ Provide an initial situation report to the Operations Section Chief.
☐ Based on the initial EOC strategic objectives, prepare objectives for the Engineering Branch and provide them to the Operations Section Chief prior to the first Emergency Action Planning meeting.

Operational Phase

☐ Ensure that Branch and Unit position logs and other necessary files are maintained.
☐ Maintain status on all engineering activities being conducted.
☐ Attend and participate in EOC Section Coordination meeting.
☐ Attend Emergency Action Planning meetings at the request of the Operations Section Chief.

- ☐ Ensure that damage and safety assessments are being carried out for both public and private facilities.
- ☐ Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.
- ☐ Determine and document the status of transportation routes into and within affected areas.
- ☐ Coordinate debris removal services as required.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- ☐ Ensure that all Utilities and Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained.
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (daily time sheets and notification of any emergency expenditures).
- ☐ Prepare objectives for the Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Emergency Action Planning meeting.
- ☐ Attend Operational Period Briefing at the request of the Operations Section Chief.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Utilities Unit Leader (Optional)

SECTION:	Operations
PRIMARY:	Assign if needed
ALTERNATE:	Assign if needed
SUPERVISOR:	Engineering Branch Director

General Duties

- Assess the status of utilities; provides Utility Status Reports, as required.
- Coordinate restoration of damaged utilities with utility representatives in the Emergency Operational Center (EOC) if present, or directly with utility companies.
- Assign resources within the Unit, reports on the progress of control operations, and the status of resources within the Unit.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Engineering Branch Director, or other assigned Supervisor.
- ☐ Prepare objectives for the Utilities Unit; provide them to the Engineering Branch Director prior to the initial Emergency Action Planning meeting.

Operational Phase

- ☐ Review assignments and EOC activities with subordinates and assign tasks.
- ☐ Ensure that the Communications and/or Supplies Procurement/Resource Tracking Unit are advised of all changes in status of resources assigned to the Unit.
- ☐ Coordinate activities with adjacent Units.
- ☐ Report hazardous situations, special occurrences, or significant events (e.g., accidents, and sickness) to immediate supervisor.
- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Engineering Branch Director.
- ☐ Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- ☐ Participate in the development of tactical plans for the next operational period.
- ☐ Establish and maintain communications with the utility providers.
- ☐ Determine the extent of damage to utility systems.
- ☐ Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the EOC.
- ☐ Ensure that all information on system outages is consolidated and provided to the Situation Assessment Unit in the Planning/Intelligence Section.

- ☐ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- ☐ Submit situation and resources status information to the Construction/Engineering Branch Director or Operations Section Chief.
- ☐ Keep the Construction/Engineering Branch Director informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- ☐ Keep the Engineering Branch Director informed of the restoration status.
- ☐ Complete and maintain the Utilities Status Report.
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ Attend Operational Period Briefing at the request of the Engineering Branch Director.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Maintenance Branch Director

SECTION:	Operations
PRIMARY:	PW Maintenance Manager
ALTERNATE:	PW (Facilities) Maintenance Foreman
SUPERVISOR:	Operations Section Chief

General Duties

- Coordinates all public works activities, such as inspecting bridges, over crossings, underpasses, and other infrastructure for damages.
- Supervise Branch operations.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Operations Section Chief or other assigned Supervisor.
- ☐ Based on the situation, activate the Damage/Safety Assessment Unit within the Damage/Safety Assessment Unit
- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Damage/Safety Assessment Unit and provide them to the Operations Section Chief prior to the first Emergency Action Planning meeting.

Operational Phase

- ☐ Develop with subordinates, alternatives for Branch control operations.
- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Operations Section Chief.
- ☐ Maintain running status on resources committed and available.
- ☐ Report to Operations Section Chief when the Emergency Action Plan (EAP) needs to be modified, or additional resources are needed, or surplus resources are available, or when hazardous situations or significant events occur.
- ☐ Approve accident and medical reports (home agency forms) originating from the Branch.
- ☐ Coordinate all activities with the Operations Section Chief and consult with other Branches and Units within the Operations Section to assess the situation.
- ☐ Coordinate investigation and safety assessment of damage to buildings, structures, and property within the operational area for the purpose of:

    - ✓ Identifying life-threatening hazardous conditions for immediate abatement.

- ✓ Inspecting and identifying buildings and property for re-occupancy, and posting and declaring unsafe conditions.
- ✓ Determining the cost and percentage of damage to all buildings, structures, and properties.

- ☐ Provide safety assessment information and statistics to the Damage/Safety Assessment Unit.
- ☐ Impose emergency building regulations as determined from performance of structures.
- ☐ Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.
- ☐ Alert public works personnel and initiate recall procedure, as required.
- ☐ Determine if all key public works personnel or their alternates are in the EOC or have been notified.
- ☐ Assess the impact of the event on the public works operational capability.
- ☐ Coordinate resource requests with the Operations and Logistics Section Chiefs.
- ☐ Confirm that public works personnel needs are met (feeding, sheltering). Work with the Logistics Section.
- ☐ Support clean-up, debris removal, and other recovery operations.
- ☐ Determine if key water supply (Diablo Water District) and wastewater (Ironhouse Sanitary District) personnel or alternates are in the EOC.
- ☐ Assess the impact of the event on the water supply and wastewater operations.
- ☐ Coordinate with the Diablo Water District and the Contra Costa Water District to establish water supplies to all areas in the City if necessary.
- ☐ Set water supply and wastewater priorities based on the nature of the event.
- ☐ Inventory all water supply and wastewater installations and systems. Check for possible failures.
- ☐ Test water supply and issue water treatment advisories, as required through the Public Information Officer (PIO).
- ☐ Establish priorities for the restoration of water supply and wastewater services.
- ☐ Coordinate with the Damage/Safety Assessment Unit and inventory the following essential city services to establish restoration priorities:

  - ✓ Electrical Power
  - ✓ Natural Gas
  - ✓ Telephone Services
  - ✓ Bridges
  - ✓ Over Crossings
  - ✓ Under Passes
  - ✓ Water System
  - ✓ Sewer System
  - ✓ Storm Drain System
  - ✓ Traffic ingress and egress
  - ✓ Damaged Structures
    - City of Pleasant Hill
    - Other Public Agencies
    - Private
- ☐ Provide debris clearance personnel and resources.

- ☐ Provide sanitation services, as required. (Work with the Logistics Section)
- ☐ Demolish hazardous structures, as required.
- ☐ Drain flooded areas, as required.
- ☐ Develop and implement a plan for Potable Water and Sewer System Protection.
- ☐ Coordinate with other local utilities:

    - ✓ AT&T
    - ✓ Comcast
    - ✓ PG&E
    - ✓ Contra Costa Water District
    - ✓ Diablo Water District
    - ✓ Ironhouse Sanitary District

- ☐ Maintain a log noting messages received, decisions made, actions taken, and other activities.
- ☐ Prepare objectives for the Maintenance Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Emergency Action Planning meeting.
- ☐ Attend Operational Period Briefing at the request of the Operations Section Chief.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Damage/Safety Assessment Unit Leader

SECTION:	Operations
PRIMARY:	Chief Building Official
ALTERNATE:	Building Inspector
SUPERVISOR:	Operations Section Chief

General Duties

- Collect initial damage/safety assessment information from other branches/units within the Operations Section.
- Assigns resources within the Unit, reports on the progress of control operations, and the status of resources within the Unit.
- If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of all facilities that might be affected.
- Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
- Maintain detailed records on damaged areas and structures.
- Initiate requests for Engineers to inspect structures and/or facilities.
- Supervise the Damage/Safety Assessment Unit.

Activation Phase

- ☐ Review Common Responsibilities (Page 9). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Public Works/Building Branch Coordinator, or other assigned Supervisor.
- ☐ Prepare objectives for the Damage/Safety Assessment Unit; provide them to the Public Works/Building Branch Coordinator prior to the initial Emergency Action Planning meeting.

Operational Phase

- ☐ Review assignments and EOC activities with subordinates and assign tasks.
- ☐ Ensure that the Communications and/or Supply/Procurement Unit are advised of all changes in status of resources assigned to the Unit.
- ☐ Coordinate activities with adjacent Units.
- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Public Works/Building Branch Coordinator.
- ☐ Submit situation and resources status information to the Operations Section Chief.

- ☐ Report hazardous situations, special occurrences, or significant events (e.g., accidents, and sickness) to immediate supervisor.
- ☐ Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- ☐ Participate in the development of tactical plans for the next operational period.
- ☐ Obtain initial damage/safety assessment information from the Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, and other branches/units as necessary.
- ☐ Coordinate with the American Red Cross, utility service providers and other sources for additional damage/safety assessment information.
- ☐ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- ☐ Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- ☐ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- ☐ Initiate all requests for engineers and building inspectors through the EOC.
- ☐ Keep the Public Work/Building Branch Coordinator informed of the inspection and engineering assessment status.
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ Attend Operational Period Briefing at the request of the Public Works/Building Branch Coordinator.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the nest operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Care and Shelter Branch Director

SECTION:	Operations
PRIMARY:	Recreation Manager
ALTERNATE:	Recreation/Events Coordinator
SUPERVISOR:	Operations Section Chief

General Duties

- Provides staffing and coordinates mass care and sheltering for affected residents and visitors.
- Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter, and other basic needs as required to disaster victims.
- Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Assist the American Red Cross with the transition from mass care to separate family/individual housing.
- Supervise the Care & Shelter Branch.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Operations Section Chief.
- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Care and Shelter Branch and provide them to the Operations Section Chief prior to the first Emergency Action Planning meeting.

Operational Phase

- ☐ Identify and address the need for opening pre-designated and alternate shelters for disaster victims, families of essential workers, and Access and Functional Needs (AFN) populations.
- ☐ Identify any other (pre-designates) locations that may be required for future shelter evacuation and treatment centers. Coordinate with Fire, Law Enforcement and Medical Units.
- ☐ Obtain personnel and supplies to establish evacuation, shelter, and treatment centers, as required.
- ☐ Attend and participate in EOC Section Coordination meeting.

- ☐ Attend Emergency Action Planning meetings at the request of the Operations Section Chief.
- ☐ Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
- ☐ Develop a plan to assist the Access and Functional Needs (AFN) populations of the city with evacuation, sheltering or transportation to a treatment center.
- ☐ Prepare a file for each shelter evacuation and treatment center listing:

    - Location
    - Type of Center (Evacuation, Shelter, Treatment)
    - Date and time opened
    - Managing agency or organization
    - Maximum accommodations
    - Supplies and materials delivered and consumed
    - Date and time closed
    - Number of people served

- ☐ Coordinate with the Transportation Services Unit in the Logistics Section on transportation needs to and from the EOC.
- ☐ Coordinate with Logistics and Finance/Administration Sections in procuring necessary supplies and materials for shelter evacuation and treatment center locations.
- ☐ Ensure that each activated shelter meets the requirements of the American Red Cross, and the requirements as described under the Americans with Disabilities Act.
- ☐ Staff and manage the shelters to the extent possible.
- ☐ In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- ☐ Transition from operating shelters for displaced persons to separate family and individual housing.
- ☐ Complete and maintain the Care and Shelter Status Report Form.
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare objectives for the Care and Shelter Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Emergency Action Planning meeting.
- ☐ Attend Operational Period Briefing at the request of the Operations Section Chief.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Develop and implement a shelter shut-down plan.
- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

PLANNING/INTELLIGENCE SECTION

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Planning/Intelligence Section Chief

SECTION:	Planning/Intelligence
PRIMARY:	Community Development Director
ALTERNATE:	Senior Planner
SUPERVISOR:	EOC Director

General Duties

- Oversee the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources.
- Ensure the safety and welfare of all Section personnel.
- Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:

    - Collecting, analyzing, and displaying situation information,
    - Preparing periodic Situation Reports,
    - Preparing and distributing the Emergency Action Plan and facilitating the Planning Process as described in Appendix E Meetings, Briefings and Action Plans.
    - Conducting Advance Planning activities and reports,
    - Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.

- Establish the appropriate level of organization for the Planning/Intelligence Section.
- Exercise overall responsibility for the coordination of unit activities within the section.
- Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
- In coordination with the other section chiefs, ensure that Status Reports are completed and utilized as a basis for situation reports, and the Emergency Action Plan.
- Supervise the Planning/Intelligence Section.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the EOC Director.
- ☐ Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Based on the situation, activate appropriate units within the section as needed and designate unit leaders:

- ☐ Situation Analysis Unit
- ☐ Advance Planning Unit
- ☐ Documentation Unit
- ☐ Technical Specialist

- ☐ Request additional personnel for the section as necessary to maintain a 24-hour operation.
- ☐ Establish contact with the Operational Area EOC when activated, and coordinate Situation Reports with their Planning/Intelligence Section.
- ☐ Meet with Operations Section Chief; obtain and review any major incident reports.
- ☐ Collect and process situation information about the incident.
- ☐ Review responsibilities of units in the section; develop plans for carrying out all responsibilities.
- ☐ Make a list of key issues to be addressed by the Planning/Intelligence Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- ☐ Keep the EOC Director informed of significant events.
- ☐ Establish information requirements and reporting schedules for Planning/Intelligence Section Units (e.g., Advance Planning and Situation Analysis).
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- ☐ Ensure that Planning/Intelligence Section position logs and other necessary files are maintained.
- ☐ Review intelligence information and determine its credibility and predict its influence on the incident response. Assign additional staff to assist, as required.
- ☐ Work with the Logistics Section to locate and have available lists of all active resources currently at your disposal, including personnel, equipment, and supplies. Also, obtain pertinent roadmaps, topographic details and building layouts or blueprints.
- ☐ Ensure that the Situation Analysis Unit is maintaining current information for the situation report.
- ☐ Ensure that major incident reports and status reports are completed by the Operations Section and are accessible by Planning/Intelligence.
- ☐ Ensure that a situation report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of each operational period.
- ☐ Provide periodic predictions on incident potential to the EOC Director.
- ☐ Report any significant changes in incident status.
- ☐ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- ☐ Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.
- ☐ Determine need for any specialized resources in support of the incident.
- ☐ Establish special information collection activities as necessary (e.g., weather, environmental, toxics, etc.).

- ☐ Convene EOC Section Coordination meeting with staff to determine Section objectives based on the overall priorities.
- ☐ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- ☐ Facilitate all Emergency Action Planning meetings. Ensure that appropriate Emergency Action Planning procedures are followed (see Appendix E: Meetings, Briefings and Action Plans).
- ☐ Ensure that objectives for each section are completed, collected, and posted in preparation for the next Emergency Action Planning meeting.
- ☐ Incorporate plans (e.g., Traffic, Medical, Communications, and Site Safety) into the Emergency Action Plan.
- ☐ Ensure that the Emergency Action Plan is completed and distributed prior to the start of the next operational period.
- ☐ Work closely with each unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current Emergency Action Plan, are being addressed.
- ☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC as required.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance Section.
- ☐ Facilitate Operational Period Briefing. The Operational Period Briefing presents the Emergency Action Plan for the upcoming operational period to EOC personnel, ensuring that ongoing activities are identified and follow-up requirements are known.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Oversee preparation and implementation of Incident Demobilization Plan.
- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Situation Analysis Unit Leader

SECTION:	Planning/Intellienge
PRIMARY:	Project Manager
ALTERNATE:	Assistant Engineer
SUPERVISOR:	Planning/Intelligence Section Chief

General Duties

- Oversee the collection, processing, and organizing of all incident information and evaluate, analyze, and display that information for use by all others in the EOC.
- Ensure that information collected from all sources is validated prior to posting on status boards.
- Ensure that situation reports are developed for dissemination to EOC staff and to other EOCs and DOCs as required.
- Ensure that an Emergency Action Plan is developed for each operational period.
- Ensure that all maps, status boards and other displays contain current and accurate information.
- Supervise Situation Assessment Unit.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Planning/Intelligence Section Chief.
- ☐ Contact local government EOCs in the operational area and establish a schedule for obtaining situation reports.
- ☐ Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Report, and facilitate the Emergency Action Planning process.
- ☐ Prepare objectives for the Situation Analysis Unit; provide them to the Planning/Intelligence Section prior to the initial Emergency Action Planning meeting.

Operational Phase

- ☐ Collect, compile, record, and analyze the following incident data:
    - Location and nature of event
    - Special hazards
    - Number of injured
    - Number of deceased
    - Property damage estimate (dollar value)
    - City resources committed to event response

- Assistance provided by outside agencies and other agency resources committed
- Shelter types established and locations
- Number of people that can be accommodated at shelters

- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Prepare, post, or disseminate resource and situation status information as required, including special requests.
- ☐ Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- ☐ Prepare periodic predictions or as requested.
- ☐ Provide photographic services and maps if required. Submit to Planning/Intelligence Section Chief.
- ☐ Develop and track sources of information for each of the Section Chiefs.
- ☐ Assist Planning/Intelligence Section Chief in collecting and organizing data from other Section Chiefs.
- ☐ Develop and implement an Information Source Check System to ensure follow-up contacts are made.
- ☐ Post and maintain weather condition updates.
- ☐ Post and maintain roadway condition and closure information.
- ☐ Work with the Law Enforcement Branch Director to develop and submit a traffic plan for the Planning/Intelligence Section Chief.
- ☐ Ensure that each EOC Section provides the Situation Analysis Unit with status reports on a regular basis.
- ☐ Meet with the Public Information Officer to determine the best method for ensuring access to current information.
- ☐ Prepare a situation summary for the Emergency Action Planning meeting.
- ☐ Ensure each section provides their objectives at least 30 minutes prior to each Emergency Action Planning meeting.
- ☐ In preparation for the Emergency Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, situation reports, etc.).
- ☐ Compile and present incident data at Emergency Action Planning meetings at the request of the Planning/Intelligence Section Chief.
- ☐ Following the meeting, ensure that the Documentation Unit publishes and distributes the Emergency Action Plan prior to the beginning of the next operational period.
- ☐ Ensure that adequate staff is assigned to maintain all maps, status boards and other displays.
- ☐ Attend Operational Period Briefing at the request of the Planning/Intelligence Section Chief.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Advance Planning Unit Leader

SECTION:	Planning/Intellienge
PRIMARY:	Senior Planner
ALTERNATE:	Associate Planner
SUPERVISOR:	Planning/Intelligence Section Chief

General Duties

- Review all available status reports, Emergency Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objectives.
- Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Planning/Intelligence Section Chief.
- ☐ Prepare objectives for the Advance Planning Unit; provide them to the Planning/Intelligence Section Chief prior to the initial Emergency Action Planning meeting.

Operational Phase

- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Planning/Intelligence Section Chief.
- ☐ Monitor the current situation report to include recent updates.
- ☐ Review Emergency Action Planning objectives submitted by each section for the next operational period. In conjunction with the General Staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.
- ☐ Attend Operational Period Briefing at the request of the Planning/Intelligence Section Chief.
- ☐ Provides your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Documentation Unit Leader

SECTION:	Planning/Intelligence
PRIMARY:	Administrative Supervisor (Eng)
ALTERNATE:	Administrative Assistant
SUPERVISOR:	Planning/Intelligence Section Chief

General Duties

- Collect, organize, and file all completed emergency related forms, to include: all EOC position logs, situation reports, Emergency Action Plans, and any other related information, just prior to the end of each operational period.
- Provides duplication services; packs and stores vital records for legal, analytical, and historical purposes.
- Distribute the EOC situation reports, Emergency Action Plan, and other documents, as required.
- Maintain a permanent electronic archive of all situation reports and Emergency Action Plans associated with the emergency.

Activation Phase

☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
☐ Report to the Planning/Intelligence Section Chief.

Operational Phase

☐ Attend and participate in EOC Section Coordination meeting.
☐ Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
☐ File all official forms and reports.
☐ Review records for accuracy and completeness; inform appropriate units of errors or omissions.
☐ Provide incident documentation as requested.
☐ Stores files for post-incident use.
☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
☐ Maintain a file of all completed original Incident Command System (ICS) Form 213s (General Message Form) and ICS Form 214s (Activity Log).
☐ Reproduce and distribute the Situation Reports and Emergency Action Plans. Ensure distribution is made to the Operational Area EOC.
☐ Keep extra copies of reports and plans available for special distribution as required.
☐ Set up and maintain document reproduction services for the EOC.

- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Technical Specialist (Optional)

SECTION:	Planning/Intelligence
PRIMARY:	To be assigned as necessary
ALTERNATE:	To be assigned as necessary
SUPERVISOR:	Planning/Intelligence Section Chief

General Duties

- Acts as an advisory resource person to the Planning/Intelligence Section Chief by providing expert information in the development of the Emergency Action Plan.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Planning/Intelligence Section Chief.

Operational Phase

- ☐ Determine coordination procedures with other sections, units, and local agencies.
- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Establish work area and acquire work materials.
- ☐ Attend Emergency Action Planning meetings at the request of the Planning/Intelligence Section Chief.
- ☐ Participate in the development of the Emergency Action Plan (EAP) and review the general control objectives including alternative strategies as appropriate.
- ☐ Keep Planning/Intelligence Section Chief informed.
- ☐ Act as a resource to members of the EOC staff in matters relative to your technical specialty.
- ☐ Attend Operational Period Briefing at the request of the Planning/Intelligence Section Chief.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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LOGISTICS SECTION

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Logistics Section Chief

SECTION:	Logistics
PRIMARY:	Admin. Services Director
ALTERNATE:	Human Resources Manager
SUPERVISOR:	EOC Director

General Duties

- Provide facilities, services, and material in support of the incident.
- Provide and maintain the EOC communications systems and the City's public safety radio systems.
- Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging and other support services as required.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.

Activation Phase

☐ Review Common Responsibilities (Page 9). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
☐ Report to the EOC Director.
☐ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
☐ Based on the situation, activate units within section as needed and designate Unit Leaders for each element:

☐ Supply/Procurement Unit
☐ Transportation Services Unit
☐ Personnel/Volunteers Unit
☐ Facilities Unit
☐ Communications Unit

☐ Assign work locations and preliminary work tasks to Section personnel.
☐ Notify Supply/Procurement Unit of Logistics Section Units activated including names and locations of assigned personnel.

- ☐ Establish communications with the Logistics Section at the Operational Area EOC if activated.
- ☐ Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Department Operations Centers (DOC) or Incident Command Posts (ICPs) in the field. **This should be done prior to acting on the request.**
- ☐ Meet with the EOC Director and General Staff and identify immediate resource needs.
- ☐ Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- ☐ Provide periodic Section Status Reports to the EOC Director.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- ☐ Ensure that Logistics Section position logs and other necessary files are maintained.
- ☐ Convene EOC Section Coordination meeting with staff to determine Section objectives based on the overall priorities. Assist Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period.
- ☐ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- ☐ Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Emergency Action Planning meeting.
- ☐ Attend and participate in all Emergency Action Planning meetings.
- ☐ Prepare service and support elements of the Emergency Action Plan.
- ☐ Ensure that the Supply/Procurement Branch coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- ☐ Identify service and support requirements for planned and expected operations.
- ☐ Provide input to and review Communications Plan, Medical Plan and Traffic Plan.
- ☐ Coordinate and process requests for additional resources.
- ☐ Coordinate support operations with the Operations Section Chief for facilities, transportation requirements and materials needed to support units of the Operations Section. Advise on current services and support capabilities.
- ☐ Coordinate and process requests for additional resources.
- ☐ Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- ☐ Consider assigning a scribe for the purpose of tracking arrival and deployment of personnel and equipment.
- ☐ Estimate future service and support requirements.
- ☐ Establish protocol for ordering food or preparing food for EOC personnel.
- ☐ Update the EOC Director on concerns for resources and support for the event. Include priorities and proposed plans.
- ☐ Provide section staff with information updates as required.
- ☐ Attend and participate in Operational Period Briefing. The Operational Period Briefing presents the Emergency Action Plan for the upcoming operational period to EOC

personnel, ensuring that ongoing activities are identified and follow-up requirements are known.

- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Receive Demobilization Plan from Planning/Intelligence Section.
- ☐ Recommend release of unit resources in conformity with Demobilization Plan.
- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Communications Unit Leader

SECTION:	Logistics
PRIMARY:	Information Technology Manager
ALTERNATE:	Contract IT Technician
SUPERVISOR:	Logistics Section Chief

General Duties

- Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the emergency.
- Install and test all communications equipment, distribute communications equipment to personnel, and maintain and repairs communications equipment. Ensure that a communications link is established with the Operational Area EOC.
- Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
- Determine specific computer requirements for all EOC positions.
- Supervise the Communications Branch.

Activation Phase

☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
☐ Report to the Logistics Section Chief.
☐ Prepare objectives for the Communications Unit; provide them to the Logistics Section Chief prior to the initial Emergency Action Planning meeting.

Operational Phase

☐ Ensure communications systems are installed, tested, and maintained.
☐ Provide communications support to dispatchers, operators, and other personnel.
☐ Maintain records on all communications equipment as appropriate.
☐ Attend and participate in EOC Section Coordination meeting.
☐ Attend Emergency Action Planning meetings at the request of the Logistics Section Chief.
☐ Develop and implement a Communications Plan to include:

- Police
- Fire
- Public Services
- Amateur Radio Operators

- School Districts
- Red Cross
- Utility Companies
- Other Agencies

☐ Keep all sections informed of the status of the communications systems, particularly those that are being restored.
☐ Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
☐ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
☐ Ensure that communications links are established with activated EOCs within the Operational Area, as appropriate.
☐ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
☐ Ensure that technical personnel are available for communications equipment maintenance and repair.
☐ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
☐ Monitor and report on the following technical information:

- Adequacy of communications systems in operation
- Geographic limitation of communications systems
- Amount and types of equipment available
- Problems in the use of communication equipment
- Equipment service requirements
- Equipment tests and repairs
- Equipment inventory control (collection and distribution)

☐ Keep the Logistics Section Chief informed of the status of the communications systems.
☐ Inform the Planning/Intelligence Section Chief on communications capabilities and limitations.
☐ Refer all contacts with the media to the Public Information Officer.
☐ Attend Operational Period Briefing at the request of the Logistics Section Chief.
☐ Recover equipment from relieved or released units.
☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Supplies Procurement/Resource Tracking Unit Leader

SECTION:	Logistics
PRIMARY:	Code Enforcement Officer
ALTERNATE:	Senior Permit Technician
SUPERVISOR:	Logistics Section Chief

General Duties

- Order personnel, equipment, and supplies; receives and stores all supplies for the incident.
- Coordinate procurement actions with the Finance/Administration Section
- Maintain an inventory of supplies; services non-expendable supplies and equipment.
- Coordinate delivery of supplies and materials as required.
- Administer all financial matters pertaining to purchases, vendor contracts, leases, and fiscal agreements.
- Maintain detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene, and estimates of future resource needs); logs and invoices to support the documentation process and resource information displays in the EOC.
- Develop and maintain resource status/location boards in the Logistics Section.
- Supervise the Supply/Procurement Unit.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Logistics Section Chief.
- ☐ Prepare objectives for the Supply/Procurement Unit; provide them to the Logistics Section Chief prior to the initial Emergency Action Planning meeting.

Operational Phase

- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Logistics Section Chief.
- ☐ Determine the type and amount of supplies en route.
- ☐ Determine if requested types and quantities of supplies and materiel are available in inventory.
- ☐ Determine procurement spending limits with the Finance/Administration Section. Obtain a list of pre-designated emergency purchase orders as required.

- ☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material, and verify that the request has not been previously filled through another source.
- ☐ Identify needs for special resources. Consider all resource needs, such as specialized equipment and personnel. Many specialized resources will have a delayed response due to their limited availability and will require as much advanced notice as possible to ensure a timely arrival.
- ☐ Maintain a status board or other reference depicting procurement actions in progress and their current status.
- ☐ As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- ☐ Status boards should track requests by providing at a minimum, the following information; date and time of the request, name and position of the requestor, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- ☐ Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
- ☐ Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- ☐ Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
- ☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- ☐ Coordinate with Compensation and Claims Unit for processing claims.
- ☐ Coordinate cost data in contracts with Recordkeeping/Accounting Unit.
- ☐ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Services Unit.
- ☐ In coordination with the Personnel/Volunteers Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
- ☐ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- ☐ Service reusable equipment.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Supplies Procurement/Resource Tracking Unit.
- ☐ Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- ☐ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use and an estimate of how long the resource will be needed. Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.
- ☐ Attend Operational Period Briefing at the request of the Logistics Section Chief.

- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Transportation Services Unit Leader

SECTION:	Logistics
PRIMARY:	Police Services Assistant. (Fleet)
ALTERNATE:	Code Enforcement Technician
SUPERVISOR:	Logistics Section Chief

General Duties

- Provide support for out-of-service resources; transportation of personnel, supplies, food, and equipment; fueling, service, maintenance and repair of vehicles and other ground support equipment (Field).
- Develop and implement the Incident Traffic Plan (Field).
- Provides transportation to move personnel to and from the EOC, and to and from the incident scene, and for public evacuation and sheltering if necessary.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Logistics Section Chief.
- ☐ Prepare objectives for the Transportation Services Unit; provide them to the Logistics Section Chief prior to the initial Emergency Action Planning meeting.

Operational Phase

- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Logistics Section Chief.
- ☐ Notify Supply/Procurement Unit of all status changes on support and transportation vehicles.
- ☐ Provide and maintain a resource list for the following:
    - Heavy Equipment
    - Cars
    - Buses
    - Light Trucks
    - Heavy Trucks
- ☐ Determine if requested transportation resources are available in inventory.

- ☐ Arrange for and activate fueling, maintenance and repair of ground resources. Check fuel availability from bulk fuel vendors.
- ☐ Check fuel levels of all city facilities.

    - Gasoline
    - Diesel

- ☐ Establish staging areas for vehicles.
- ☐ Establish communications with all staging areas.
- ☐ From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Coordinate with other sections and units to identify current transportation priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- ☐ Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use.
- ☐ Establish a transportation plan for the:

    - Movement of personnel, supplies, and equipment to and from the EOC, field units, shelters, and field treatment sites.
    - Transportation of patients from hospitals to alternate care sites, when alternate care sites are activated (hospital surge and bed capacity overwhelmed or hospital evacuated).
    - Transportation of emergency workers and volunteers to and from risk area.

- ☐ Provide transportation for evacuation as required. Include transportation suitable for Access and Functional Needs (AFN) populations.
- ☐ Coordinate transportation of animals, as required.
- ☐ Provide fuel for equipment at the incident scene for extended operations.
- ☐ Alert the following agencies and request assistance, as required:

    - Tri Delta Transit
    - Contra Costa Transportation Authority
    - School Districts
    - Bay Area Rapid Transit District (BART)

- ☐ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- ☐ As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- ☐ Determine procurement spending limits with the Finance/Administration Section. Obtain a list of pre-designated emergency purchase orders as required.
- ☐ Whenever possible, meet personally with the requesting party to clarify transportation resource needs, and verify that the request has not been previously filled through another source.

- ☐ Maintain a status board or other reference depicting procurement actions in progress and their status.
- ☐ Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
- ☐ Determine unit costs of supplies and material, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- ☐ Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
- ☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance Section for development of necessary agreements.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Services Unit.
- ☐ Attend Operational Period Briefing at the request of the Logistics Section Chief.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Personnel/Volunteers Unit Leader

SECTION:	Logistics
PRIMARY:	Administrative Technician (HR)
ALTERNATE:	Police Records Assistant
SUPERVISOR:	Logistics Section Chief

General Duties

- Support human resource needs of the incident; coordinates use of volunteers; documents names, assignments and duty hours of all personnel committed to the operation.
- Provide personnel resources as requested in support of the EOC and Field Operations.
- Identify, recruit, and register volunteers as required.
- Develop an EOC organization chart.
- Supervise the Personnel/Volunteers Unit.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Logistics Section Chief.
- ☐ Prepare objectives for the Personnel/Volunteers Unit; provide them to the Logistics Section Chief prior to the initial Emergency Action Planning meeting.

Operations Phase

- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Logistics Section Chief.
- ☐ In conjunction with the Planning/Intelligence Section, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- ☐ Assign an entry controller/security person at the entry point into the EOC to ensure only authorized personnel are allowed entry to the EOC, and that every individual that enters the EOC has properly signed in. If possible, this individual should be a uniformed Police Reserve or Police Volunteer Officer.
- ☐ Coordinate with the Liaison Officer and EOC Coordinator to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in.

- ☐ Canvas the Operations and Planning/Intelligence Sections to determine immediate needs for volunteer or other support. Determine what types of skills are needed, where, and for how long.
- ☐ If volunteers are needed, coordinate with city affiliated volunteers (e.g., Community Emergency Response Teams) first.
- ☐ Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- ☐ Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.
- ☐ Determine the number and location of City personnel assigned to field activities.
- ☐ Determine the number and location of people already working as volunteers.
- ☐ Identify the number of "On Duty" personnel available for assignment.
- ☐ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications, or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- ☐ Maintain a status board or other reference to keep track of incoming personnel resources.
- ☐ Update EOC organization chart for each operational period.
- ☐ Coordinate with the Liaison Officer and EOC Coordinator to ensure access, badging or identification and proper direction for responding personnel upon arrival at the EOC.
- ☐ Assist the Fire/Rescue and Law Enforcement Branches in the Operations Section with ordering of mutual aid resources as required.
- ☐ To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.
- ☐ In coordination with the EOC Coordinator, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- ☐ Coordinate with the Public Information Officer (PIO) for public release of the location of an Emergency Volunteer Center (EVC) if activated.
- ☐ Establish EVC locations with sufficient staff to register volunteers, and swear in volunteers as Disaster Service Workers (DSW).
- ☐ Develop a relief plan and coordinate with all sections.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Personnel/Volunteers Unit.
- ☐ Maintain a personnel resource pool.
- ☐ Forward all personnel time records and related documentation to the Recordkeeping/Accounting Unit in the Finance/Administration Section.
- ☐ Attend Operational Period Briefing at the request of the Logistics Section Chief.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Supervise the demobilization of the Personnel/Volunteers Unit to include return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.

☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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FINANCE/ADMINISTRATION SECTION

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Finance/Administration Section Chief

SECTION:	Finance/Administration
PRIMARY:	Administrative Services Director
ALTERNATE:	Finance Manager
SUPERVISOR:	EOC Director

General Duties

- Manage finances on behalf of the EOC Director and coordinate the financial and cost recovery activities of applicable city agencies and departments.
- Ensure that all on-duty time sheets are collected from EOC assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staffs.
- Ensure there is a continuum of the payroll process for all employees responding to the emergency.
- Determine purchase order limits for the procurement function in Logistics Section.
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the California Governor's Office of Emergency Services (OES).
- Supervise the Finance/Administration Section.

Activation Phase

☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
☐ Report to the EOC Director.
☐ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
☐ Based on the situation, activate units within section as needed and designate Unit Leaders for each element:

☐ Recordkeeping/Accounting Unit
☐ Compensation and Claims Unit
☐ Purchasing/Cost Recovery Unit

☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- ☐ Ensure that Finance/Administration Section position logs and other necessary files are maintained.
- ☐ Ensure that displays associated with the Finance/Administration Section are current, and that information is posted in a legible and concise manner.
- ☐ Convene EOC Section Coordination meeting with staff to determine Section objectives based on the overall priorities.
- ☐ Provide the Planning/Intelligence Section Chief with the Finance/Administration Section objectives at least 30 minutes prior to each Emergency Action Planning meeting.
- ☐ Attend and participate in all Emergency Action Planning meetings.
- ☐ Keep the EOC Director, General Staff and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis.
- ☐ Ensure that the Recordkeeping/Accounting Unit in the Finance/Administration Section maintains all financial records throughout the emergency.
- ☐ Ensure that the Recordkeeping/Accounting Unit tracks and records all agency staff time.
- ☐ Work closely with the Logistics Section to anticipate and assist them with procurement and provide financial support required for expected operations.
- ☐ Working with assigned staff, make recommendations for cost savings to the Management Staff.
- ☐ In coordination with the Logistics Section, ensure that the Purchasing/Cost Recovery Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Ensure that the Compensation/Claims Unit processes all workers' compensation claims, resulting from the emergency, in a reasonable time frame, given the nature of the situation.
- ☐ Ensure that the Recordkeeping/Accounting Unit processes all time sheets and travel expense claims promptly.
- ☐ Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- ☐ Develop a plan to track all billable staff, resources, and supplies during the event response.
- ☐ Prepare all financial obligation documentation. Review and expedite invoices and claims from vendors.
- ☐ Provide periodic updates of financial status and matters to the Command/Management staff.
- ☐ Ensure that all recovery documentation is accurately maintained by the Recordkeeping/Accounting Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services (OES).
- ☐ Review and expedite invoices, claims, and applications for relief from vendors, victims, and others.
- ☐ Provide periodic cost analysis updates to the EOC Director.
- ☐ Prepare applications and claims for federal and state assistance.
- ☐ Develop and implement a Price Stabilization, Rent Stabilization and Consumer Rationing Plan in compliance with the State Economic Stabilization Plan if necessary.
- ☐ Attend and participate in Operational Period Briefing. The Operational Period Briefing presents the Emergency Action Plan for the upcoming operational period to EOC personnel, ensuring that ongoing activities are identified and follow-up requirements are known.

- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Provide financial input to demobilization planning.
- ☐ Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Recordkeeping/Accounting Unit Leader

SECTION:	Finance/Administration
PRIMARY:	Accountant
ALTERNATE:	Records Supervisor (Police Department)
SUPERVISOR:	Finance/Administration Section Chief

General Duties

- Maintain records of all personnel time and worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers (DSW).
- Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the Budget and Payroll office.
- Provide the projected cost of supplies, materials, and equipment to support the incident.
- Collect all cost data, performance cost effectiveness analyses, and cost estimates and cost saving recommendations.
- Supervise the Recordkeeping/Accounting Unit.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Finance/Administration Section Chief.
- ☐ Prepare objectives for the Recordkeeping/Accounting Unit; provide them to the Finance/Administration Section Chief prior to the initial Emergency Action Planning meeting.

Operational Phase

- ☐ Initiate, gather and update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with policy.
- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Finance/Administration Section Chief.
- ☐ Obtain complete personnel rosters from the Personnel/Volunteers Unit. Rosters must include all EOC personnel as well as personnel assigned to the field level.
- ☐ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- ☐ Maintain records security and separate logs for overtime hours.

☐ Create and maintain a file for employee time records. Each file should include the following for each employee:

- Correct identification
- Specific pay provisions
- Hours worked
- Travel
- Time of termination of involvement in the response

☐ Create and maintain a file for time reports on equipment and facilities that either need regular maintenance or are rented or leased.
☐ Maintain EOC sign-in and sign-out sheets.
☐ Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.
☐ Establish (or implement) an accounting system and special cost codes associated with this emergency.
☐ Monitor and maintain fiscal records of all expenditures related to the incident.
☐ Ensure all obligation documents initiated are properly prepared and accurately identified.
☐ Ensure that all sections and units are documenting cost related information.
☐ Ensure that all hired equipment and personnel that require payment are identified.
☐ Collect and compile all cost information at the end of each shift.
☐ Obtain and record all cost data to cover:

- Personnel
- Equipment
- Rental/Contract Equipment
- Supplies from outside vendors
- Contracts for special or emergency services

☐ Coordinate with the Documentation Unit on content and format of cost related files to be transferred.
☐ Review existing documentation to determine if there are additional cost items that may have been overlooked.
☐ Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at Emergency Action Planning Meetings if required.
☐ Compile cumulative cost records daily.
☐ Ensure that departments are compiling cost information using any special agency/jurisdiction cost codes.
☐ Ensure that estimate costs are replaced with actual costs where known.
☐ Make cost-saving recommendations to the Finance/Administration Section Chief.
☐ Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency.

- ☐ Organize and prepare records for audits as necessary.
- ☐ Act as the liaison for the EOC with county and other disaster assistance agencies to coordinate the cost recovery process.
- ☐ Prepare all required state and federal documentation as necessary to recover allowable costs.
- ☐ Attend Operational Period Briefing at the request of the Finance/Administration Section Chief.
- ☐ Ensure that all records are current and complete prior to demobilization.
- ☐ Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Close out personnel time reports before they leave the EOC.
- ☐ Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.
- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

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Purchasing/Cost Recovery Unit Leader

SECTION:	Finance/Administration
PRIMARY:	Accounting Technician
ALTERNATE:	Administrative Technician (Police Department)
SUPERVISOR:	Finance/Administration Section Chief

General Duties

- Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- Coordinate with Finance/Administration Section Chief on all matters involving the need to exceed established purchase order limits.
- Supervise the Purchasing/Cost Recovery Unit.

Activation Phase

☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
☐ Report to the Finance/Administration Section Chief or other assigned Supervisor.
☐ Prepare objectives for the Purchasing/Cost Recovery Unit; provide them to the Finance/Administration Section Chief prior to the initial Emergency Action Planning meeting.

Operational Phase

☐ Review the emergency purchasing procedures.
☐ Attend and participate in EOC Section Coordination meeting.
☐ Attend Emergency Action Planning meetings at the request of the Finance/Administration Section Chief.
☐ Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance Section Chief.
☐ Ensure that all contracts identify the scope of work and specific site locations.
☐ Negotiate rental rates not already established, or purchase price with vendors as required.
☐ Finalize all agreements and contracts, as required.
☐ Complete final processing and send documents to Budget and Payroll for payment.
☐ Verify costs data in the pre-established vendor contracts and/or agreements.

- ☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.
- ☐ Attend Operational Period Briefing at the request of the Finance/Administration Section Chief.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and all other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Compensation/Claims Unit Leader

SECTION:	Finance/Administration
PRIMARY:	Payroll Specialist
ALTERNATE:	Administrative Assistant (City Clerk)
SUPERVISOR:	Finance/Administration Section Chief

General Duties

- Manage all legal claims for compensation filed against the City.
- Accept, as official agent for the City, all legal claims resulting from damage compensation presented to the City of Pleasant Hill.
- Advise the EOC Director in areas of claims for bodily injury and property damage compensation presented to the City.
- Complete all forms required by workers' compensation program.
- Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.
- Supervise the Compensation/Claims Unit.

Activation Phase

- ☐ Review Common Responsibilities (Page 4). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.
- ☐ Report to the Finance/Administration Section Chief.
- ☐ Prepare objectives for the Compensation and Claims Unit; provide them to the Finance/Administration Section Chief prior to the initial Emergency Action Planning meeting.

Operational Phase

- ☐ Attend and participate in EOC Section Coordination meeting.
- ☐ Attend Emergency Action Planning meetings at the request of the Finance/Administration Section Chief.
- ☐ Determine the need for Compensation for Injury Specialists and Claims Specialists and order personnel as needed.
- ☐ Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency.
- ☐ Investigate all injury and damage claims as soon as possible.
- ☐ Obtain a copy of the Medical Plan if one is required.

- ☐ Review procedures for handling claims with the Supplies Procurement/Resource Tracking Unit.
- ☐ Prepare claims for damage to City property.
- ☐ Prepare appropriate forms for all verifiable injury claims and forward them to Workers' Compensation within the required time frame consistent with jurisdiction's policy and procedures.
- ☐ Develop and implement an Accident Investigation Plan for the event if required.
- ☐ Notify and file claims with insurers.
- ☐ Ensure that public employees injured during the response have completed claims at the Personnel/Volunteers Unit.
- ☐ Receive claims against the City in the absence of the City Clerk.
- ☐ Periodically review logs and forms for completeness, accuracy, timeliness, and compliance with policies and procedures.
- ☐ Coordinate with the EOC Coordinator regarding the mitigation of hazards.
- ☐ Keep the Finance/Administration Section Chief informed of significant issues affecting the Compensation and Claims Unit.
- ☐ Attend Operational Period Briefing at the request of the Finance/Administration Section Chief.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, activities for the next operational period, and all other pertinent information.

Demobilization Phase

- ☐ Follow the Demobilization Phase Checklist (Page 101). This checklist is applicable to all EOC personnel and should be attached to all position-specific checklists.

Demobilization Phase Checklist

**** Please Note:** the following is a checklist applicable to all EOC personnel and should be attached to all position-specific checklists:*

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

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Appendix C: Emergency Operations Center Forms

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EMERGENCY ACTION PLAN

OPERATIONAL PERIOD: FROM: Date/Time _____ TO: Date/Time _____	PREPARED: Date/Time _____

GENERAL OBJECTIVES
(Objectives should be stated in measurable terms to allow for evaluation of progress. Each TASK assigned on the following pages of this plan to EOC Sections should address a specific Objective)

WEATHER FORECAST FOR OPERATIONAL PERIOD

SAFETY MESSAGE

ATTACHMENTS (CHECK IF ATTACHED)

____ Current Situation Report ____EOC Section Tasks Assignments

Prepared By: (Planning Section Chief):	Approved by (EOC Director):

EOC SECTION TASKS	
For Op Period From: *Date/Time*_____ to: *Date/Time* _____	

MANAGEMENT SECTION	Assigned To:

PUBLIC INFORMATION OFFICER	Assigned To:

OPERATIONS SECTION	Assigned To:

EOC SECTION TASKS	
For Op Period From: *Date/Time*_____ to: *Date/Time* _____	
PLANNING/INTELLIGENCE SECTION	**Assigned To:**
LOGISTICS SECTION	**Assigned To:**
FINANCE/ADMINISTRATION SECTION	**Assigned To:**

EOC STAFFING LIST	
For Op Period From: *Date/Time* _____ to: *Date/Time* _____	
MANAGEMENT SECTION	**OPERATIONS SECTION**
PLANNING/INTEL. SECTION	**LOGISTICS SECTION**
AGENCY REPRESENTATIVES	**FINANCE/ADMN. SECTION**
Prepared by: (Planning/Intel. Section Chief):	Approved by: (EOC Director):
☐ If additional space is needed, check box and use reverse side of this sheet	

Situation Summary

Status ☐ Normal ☐ Under Control ☐ Help Needed

Prognosis ☐ Improving ☐ Stable ☐ Worsening

Event Type/Name: **Last Update:**

CURRENT SITUATION SUMMARY					
PRIORITY OBJECTIVES					
CURRENT SITUATION	**NUMBER**				**DETAILS, LOCATIONS, COMMENTS**
DEATHS/INJURIES					
DAMAGED STRUCTURES					
UTILITIES					
COMMUNICATIONS					
ROADS					
EVACUATIONS					
SHELTERS					
WEATHER					
RESPONSE	**MUTUAL AID REQUESTS** LAST 24 HRS		NEXT 24 HRS		**DETAILS, LOCATIONS, COMMENTS**
LAW ENFORCEMENT	**Y**	**N**	**Y**	**N**	
FIRE/RESCUE/EMS	**Y**	**N**	**Y**	**N**	
CONSTRUCTION/ ENGINEERING	**Y**	**N**	**Y**	**N**	
CARE & SHELTER	**Y**	**N**	**Y**	**N**	
TRANSPORTATION	**Y**	**N**	**Y**	**N**	
Prepared by Situation Assessment Unit Leader:					Approved by EOC Director:

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CITY OF OAKLEY EOC CHECK-IN LOG

INCIDENT NAME:	DATE/TIME PREPARED:	OPERATIONAL PERIOD:

LAST NAME	FIRST NAME	EOC POSITION	DATE/TIME CHECK-IN	DATE/TIME CHECK OUT

PREPARED BY: Name:	Position/Title:	Signature	Date/Time:
_____	_____	_____	_____

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GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional)**:**		
2. To (Name and Position)**:**		
3. From (Name and Position)**:**		
4. Subject:	**5. Date:**	**6. Time**
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

ICS 213
General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name** (Optional)	Enter the name assigned to the incident. This block is optional.
2	**To** (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	**From** (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	**Subject**	Enter the subject of the message.
5	**Date**	Enter the date (month/day/year) of the message.
6	**Time**	Enter the time (using the 24-hour clock) of the message.
7	**Message**	Enter the content of the message. Try to be as concise as possible.
8	**Approved by** • Name • Signature • Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
10	**Replied by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	
3. Name:	**4. ICS Position:**	**5. Home Agency** (and Unit)**:**

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1 Date/Time: _____

ACTIVITY LOG (ICS 214)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:

7. Activity Log (continuation)**:**

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 2 Date/Time: _____

ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Name**	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	**ICS Position**	Enter the name and ICS position of the individual in charge of the Unit.
5	**Home Agency** (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	**Resources Assigned**	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	**Activity Log** • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 1	Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

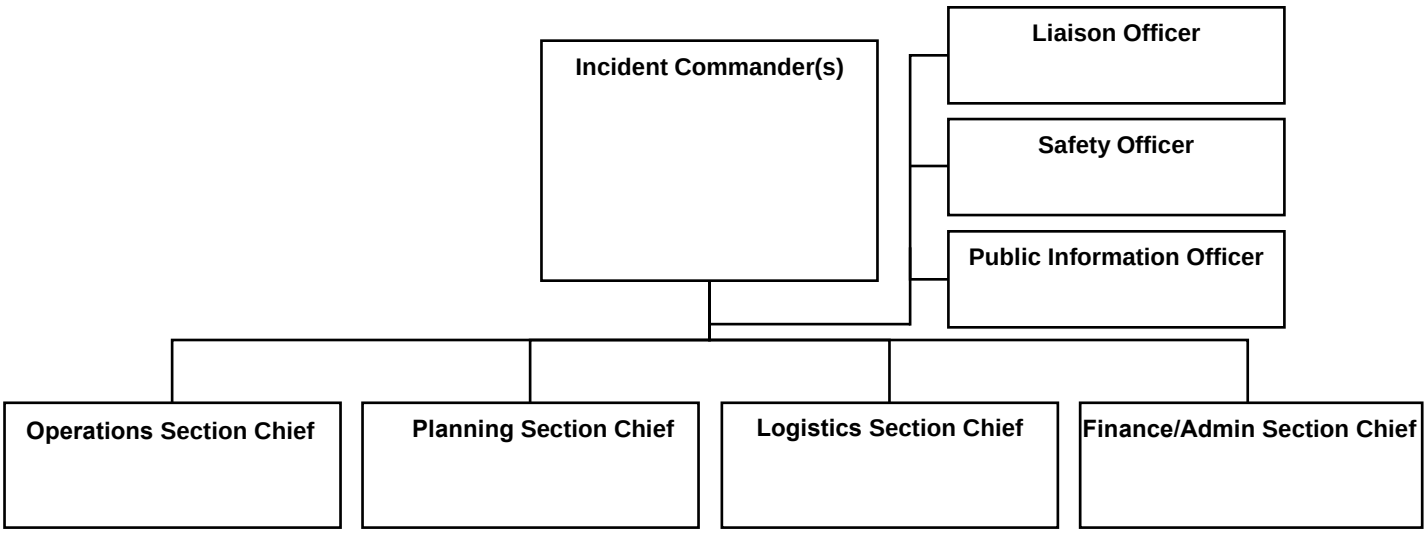
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 2 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

9. Current Organization (fill in additional organization as appropriate)**:**



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 3 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 4 Date/Time: _____

ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing (**for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an “X” or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

EOC Incident Report

P/I USE ONLY Events # _____ Map _____ Status Board _____ ☐ Confirmed Intelligence ☐ Unconfirmed ☐ Documentation_____ Confirmed by P&I Staff ____
OPS USE ONLY Incident Report _____ EOC _____
Date/Time: Unit(s) Assigned:
Location Name:
Address: **Grid:**
Description:
Action Being Taken:
If known, indicate: Injuries: Deaths: Damage:
Additional Information:

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Appendix D: Sample Emergency Proclamations

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A PROCLAMATION BY THE CITY OF OAKLEY DIRECTOR OF EMERGENCY SERVICES DECLARING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Chapter 5 of Title 2 of the Oakley Municipal Code and California Government Code Sections 8635-8644 empower the Oakley City Council to proclaim the existence or threatened existence of a local emergency when the City of Oakley is affected or likely to be affected by a public calamity; and,

WHEREAS, Section 2.5.010 of the Oakley Municipal Code creates the Office of Director of Emergency Services and designates the City Manager of the City of Oakley as the Director of Emergency Services; and,

WHEREAS, Section 2.5.012 a.1. of the Oakley Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City of Oakley is affected or likely to be affected by a public calamity if the City Council is in session, or to issue such proclamation if the City Council is not in session, subject to ratification by the City Council within seven (7) days; and,

WHEREAS, Section 2.5.012 a.6.a. of the Oakley Municipal Code empowers the Director of Emergency Services to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency, or in the event of a local emergency proclaimed by the Governor, or the existence of a State of War Emergency, subject to confirmation by the City Council at the earliest practicable time; and,

WHEREAS, conditions of extreme peril to the safety of persons and property exist due to _____ (event); and,

WHEREAS,

_____

_____

____[list specific facts to support existence of local emergency]; and,

WHEREAS, the _____ [state event] has resulted in _____[state result] so as to imperil the safety of persons and property within the City of Oakley.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that:

1. The foregoing recitals are true and correct.
2. A local emergency exists within the City of Oakley and that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Oakley. This proclamation shall be subject to ratification by the Oakley City Council within seven (7) days of the date of this Proclamation or said Proclamation shall have no further force and effect.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency, the powers, functions, and duties of the emergency organization of the City of Oakley shall be those prescribed by state law, by ordinances, and resolutions of this City, as approved by the Oakley City Council.

The foregoing proclamation is hereby made and ordered as of the _____ day of _____, 20XX.

CITY OF OAKLEY
DIRECTOR OF EMERGENCY SERVICES

_____
[Name], City Manager

RESOLUTION NO. XX-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY RATIFYING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Chapter 5 of Title 2 of the Oakley Municipal Code and California Government Code Sections 8635-8644 empower the Oakley City Council to proclaim the existence or threatened existence of a local emergency when the City of Oakley is affected or likely to be affected by a public calamity; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this City, caused by _____(event) on _____(date); and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Oakley did proclaim the existence of a local emergency within said City on the ____ day of _____, 20____; and

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that the Oakley City Council ratifies the proclamation of the existence of a local emergency which was issued by the Director of Emergency Services.

BE IT FURTHER PROCLAIMED AND ORDERED THAT said local emergency shall be deemed to continue to exist until its termination is proclaimed by the Oakley City Council

PASSED AND ADOPTED by the City Council of the City of Oakley this _____ day of _____ 202X by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

APPROVED:

_____
[Name], Mayor

ATTEST:

_____ _____
[Name], City Clerk Date

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RESOLUTION NO. XX-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY AND REQUESTING THE COUNTY AND STATE DIRECTOR OFFICE OF EMERGENCY SERVICES CONCURRENCE IN THE LOCAL EMERGENCY

WHEREAS, Chapter 5 of Title 2 of the Oakley Municipal Code and California Government Code Sections 8635-8644 empower the Oakley City Council to proclaim the existence or threatened existence of a local emergency when the City of Oakley is affected or likely to be affected by a public calamity; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within said county caused by _____ (event) on _____ _____, 20____; and

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, on the _____ day of _____, 20___, the Director of Emergency Services proclaimed the existence of a local emergency; and

WHEREAS, on the _____ day of _____, 20___, the Oakley City Council, in accordance with state law, confirmed and proclaimed the existence of a local emergency by Oakley City Council Resolution ____-____; and

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists in the City of Oakley; and

IT IS HEREBY ORDERED that a copy of this resolution be forwarded to the Contra Costa County Office of Emergency Services (OES) with a request that it concur with its finding and that it authorize State disaster assistance for permanent restoration of public real property and that it coordinate communications and resources among responding agencies; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of Emergency Services with a request that he concur with its finding and that he facilitate the implementation of programs for public assistance through the State Natural Disaster Assistance Act (NDAA) and for individual assistance through the U.S. Small Business Administration (SBA).

PASSED AND ADOPTED by the City Council of the City of Oakley this ____day of _____, 20XX by the following votes:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

APPROVED:

_____
[Name], Mayor

ATTEST:

_____ _____
[Name], City Clerk Date

RESOLUTION NO. XX-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY REQUESTING THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, Chapter 5 of Title 2 of the Oakley Municipal Code and California Government Code Sections 8635-8644 empower the Oakley City Council to proclaim the existence or threatened existence of a local emergency when the City of Oakley is affected or likely to be affected by a public calamity; and

WHEREAS, Section 2.5.010a. of the Oakley Municipal Code creates the Office of Director of Emergency Services and designates the City Manager of the City of Oakley as the Director of Emergency Services; and

WHEREAS, Section 2.5.012.a.1. of the Oakley Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City of Oakley is affected or likely to be affected by a public calamity if the City Council is in session, or to issue such proclamation if the City Council is not in session, subject to ratification by the City Council within seven (7) days; and

WHEREAS, on the _____ day of _____, 20___, the Director of the Emergency Services proclaimed the existence of a local emergency; and

WHEREAS, the Oakley City Council did find that conditions of extreme peril to the safety of persons and property did arise within the City of Oakley, caused by _____(event) commencing on or about the ____ day of _____, 20____; and

WHEREAS, on the _____ day of _____, 20___, the Oakley City Council adopted Resolution ____-____ confirming and ratifying the existence of a local emergency; and

WHEREAS, the Oakley City Council does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the City of Oakley, caused by _____(event); and

WHEREAS, (list problems that have arisen based on the occurrence of the event, including, but not limited to, the impact on road and bridge conditions, schools, businesses, real property, environment, pedestrian and vehicular traffic, and health and safety; also include any alternate travel routes to be used and the cost of maintaining such alternate routes)

WHEREAS, that the aforesaid conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency;

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency; and

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of the City of Oakley shall be those prescribed by state law, by ordinances and resolutions of this City, and by the City of Oakley Emergency Operations Plan, as approved by the Oakley City Council on the ____ day of _____, 20___, until its termination is proclaimed by the Oakley City Council; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of the State of California with the request that he proclaim the City of Oakley to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services; and

IT IS FURTHER RESOLVED that _____ (name), _____ (title), is designated as the local Hazard Mitigation Coordinator of the City of Oakley for the purpose of assessing damage within said City and consulting with State and Federal survey teams about hazard mitigation actions; and

IT IS FURTHER RESOLVED that _____ (name), _____ (title), is designated as the authorized representative for public assistance, and _____ (name), _____ (title), is hereby designated as the authorized representative for individual assistance of the City of Oakley for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State and Federal assistance.

PASSED AND ADOPTED by the City Council of the City of Oakley this _____day of _____, 202X by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

APPROVED:

_____
[Name], MAYOR

ATTEST:

_____ _____
[Name], City Clerk Date

RESOLUTION NO. XX-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY EXTENDING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Section 8630, Article 14, of the California Emergency Services Act requires that the Oakley City Council review, at least every 14 days until such Local Emergency is terminated, the need for continuing the Local Emergency; and

WHEREAS, a period of local emergency presently exists in the City of Oakley in accordance with the proclamation thereof by the Director of Emergency Services and its confirmation by the Oakley City Council on the _____ day of _____, 20___, by Resolution ____-____, as a result of conditions of extreme peril to the safety of persons and property within the City of Oakley, caused by _____; and

WHEREAS, the Oakley City Council has reviewed the need to continue the existence of the local emergency; and

WHEREAS, the situation resulting from said condition of extreme peril is still deemed to be beyond the control of normal protective service, personnel, equipment, and facilities of and within the City of Oakley; and

NOW, THEREFORE, THE OAKLEY CITY COUNCIL DOES HEREBY PROCLAIM the extension of the period of local emergency for fourteen additional days unless sooner terminated; and

IT IS FURTHER PROCLAIMED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the Oakley City Council.

PASSED AND ADOPTED by the City Council of the City of Oakley this _____day of _____ 202X by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

APPROVED:

_____
[Name], Mayor

ATTEST:

_____ _____
[Name], City Clerk Date

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ORDINANCE NO. XX-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY ADOPTING A TEMPORARY EMERGENCY CURFEW DUE AND PROVIDING A PENALTY OF AN AMOUNT NOT TO EXCEED $500.00 OR SIX-MONTHS IMPRISONMENT, OR BOTH, FOR VIOLATION OF THE TEMPORARY EMERGENCY CURFEW

WHEREAS, by Proclamation issued _____ ____, 20___, the City Manager declared the existence of a local emergency for the City of Oakley as a result of _____ (event); and

WHEREAS, by Oakley City Council Resolution ____-____ adopted _____ ____, 20____, the City of Oakley confirmed the existence of a local emergency; and

WHEREAS, said existence of a local emergency requires that certain emergency plans be taken pursuant to Section 2.5.008; now therefore,

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

Section 1: The following regulations shall take effect immediately upon adoption hereof, and shall remain in effect until the existence of a local emergency is terminated:

A. CURFEW. Curfew is hereby ordered between _____ A.M./P.M. (enter time) and _____ A.M./P.M.(enter time) on _____ ____, 20____, until _____ _____, 20____ in the following described boundaries or areas:

_____
_____
___.

B. UNLAWFUL ACTIVITY. It shall be unlawful for all persons other than law enforcement officers and personnel, firefighters, and Emergency Services' authorized persons, to loiter on, to remain on, or to travel on the aforementioned boundaries or areas during the period of said curfew. The provisions of Section 2.5.020 of the Oakley Municipal Code shall remain applicable.

C. PENALTY. Any person who violates or refuses to comply with the aforementioned curfew shall be guilty of a misdemeanor, punishable by a fine of not to exceed $500.00, or by imprisonment for not to exceed six months, or both, as provided for in Government Code Section 8665 and Oakley Municipal Code Section 2.5.020.

Section 2: Any and all curfew regulations heretofore adopted by the Oakley City Council and set forth in the Oakley Municipal Code are superseded by the adoption of this ordinance and shall not again take effect until the existence of a local emergency is terminated.

Section 3: The City Council of the City of Oakley hereby declares that a local emergency exists, and that in accordance with Section 2.5.008 of the Oakley Municipal Code, this ordinance is passed as an emergency ordinance, and shall take effect immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Oakley this _____day of _____ 20XX.

APPROVED:

_____
[Name], Mayor

ATTEST:

_____
[Name], City Clerk

_____
Date

RESOLUTION XX-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY TERMINATING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Oakley, proclaimed by the Director of Emergency Services and confirmed by the Oakley City Council on the _____ day of _____ 20___, by Resolution _____-_____, as a result of conditions of extreme peril to the safety of persons and property with the City of Oakley, caused by _____; and

WHEREAS, the Oakley City Council has reviewed the need to continue the existence of the local emergency; and

WHEREAS, the situation resulting from said condition of extreme peril is now deemed not to be beyond the control of normal protective services, personnel, equipment, and facilities of and within the City of Oakley; and

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Oakley does hereby proclaim the termination of said local emergency.

PASSED AND ADOPTED by the City Council of the City of Oakley this _____ day of _____ 202X by the following votes:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

APPROVED:

_____
[Name], Mayor

ATTEST:

_____ _____
[Name], City Clerk Date

DATE: October 14, 2025

TO: Joshua McMurray, City Manager

FROM: Derek Cole, City Attorney

Approved and Forwarded to the City Council

SUBJECT: Introduction and Waiver of an Ordinance of the City Council [Amending/Repealing] Section 2.1.003 and [Amending/Repealing] Section 2.1.005 of the Oakley Municipal Code Concerning the Annual Selection of Mayor and Vice Mayor

Background and Analysis

At the last City Council meeting, the City Council directed that this Office prepare draft ordinances amending the City Council's process for selecting the Mayor and Vice Mayor.

In 2023, the Council enacted an ordinance that enacted Section 2.1.003 of the City Code establishing a district-based mayor and vice-mayoral selection system. This system took effect this calendar year. It replaced the previous rotation system—codified in Section 2.1.005 of the City Code—that focused on seniority.

Consistent with the direction given at the last meeting, this Office has prepared two draft ordinances to allow the Council to consider further changes in how it selects its Mayor and Vice Mayor.

Option 1. The first option preserves the district-based rotation system but amends the system in light of the recent service of Councilmembers. This option would accelerate the current rotation so that District Two—served by Councilmember Henderson—would be slated to serve as Mayor in the next calendar year.

Under this option, the following would be the Mayoral rotation for the upcoming years:

2026. District 2

2027. District 1

2028. District 5

2029. District 4

2030. District 3

Although not requested, I have included suggested language (which the Council may remove) that would provide for a recalibration of the district selection system to prevent a Councilmember from serving as Mayor two years in a row. This would address the situation in which the Mayor selected for one year is not from the district slated for that

year—because the designated member does not have sufficient experience, declines to serve, or is otherwise excluded—but his or her district would be next on the rotation list. In my view, providing for this recalibration effectuates the intention of a district-based selection system. It assures that each district will have an opportunity to serve as Mayor once in each five-year cycle.

Option 2. The second option reverts to a modified version of the former seniority system used to select the Mayor and Vice Mayor. As before, priority of service shall be given to the Councilmembers who have not previously served as Mayor or Vice Mayor. But unlike in the previous system, in which the "tie-breaker" was based on votes received in at-large elections, there will be no "tie break" under the proposed system.

Rather, the priority will "follow" the district, meaning that if a new councilmember is appointed or elected in a particular district, he or she will retain the position of his or predecessor. An exception is made only for when the new councilmember does not have at least 345 days of service on the council, and in that case, he or she would be placed back "one spot in line" (so to speak) if his or her turn comes up within the first year and he or she would be eligible for service the following calendar year.

To provide continuity, I have also included language in this option to ensure a seamless transition from the current district-based selection system. This will ensure that the Vice Mayor selected for the next calendar year will be slated to be Mayor in calendar year 2027.

Thereafter, and for sake of explaining the seniority system, assuming all current members of the City Council were to remain on the Council, the seniority rankings for the next year's Vice Mayor would be:

1. Councilmember Fuller (no previous service as Mayor)
2. Councilmember Meadows (served as Mayor in 2023)
3. Councilmember Williams (served as Mayor in 2024)
4. Councilmember Shaw (serving as Mayor in 2025)
5. Councilmember Henderson (slated to serve as Mayor in 2026)

Consistency with the Oakley Strategic Plan 27+

The proposed action is consistent with The City's Sustainable Organization Goal.

Fiscal Impact

None.

Staff Recommendation

The City Council is requested to consider the introduction and waiver of the first reading of an ordinance amending the City Code concerning the selection of Mayor or Vice Mayor. Two options of an ordinance have been provided. The Council may, by motion, introduce either option.

Attachments

1. Ordinance Amending District Rotation Schedule
2. Ordinance Reverting to Seniority System

ORDINANCE NO. XX-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY AMENDING SECTION 2.1.003 TO AND REPEALING SECTION 2.1.005 OF THE OAKLEY MUNICIPAL CODE CONCERNING THE ANNUAL SELECTION OF MAYOR AND VICE MAYOR

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

SECTION 1. Upon the effective date of this Ordinance, Oakley Municipal Code 2.1.003 shall be amended to read as follows:

2.1.003 Appointment of Mayor and Vice Mayor ~~Following Implementation of By-District City Council Elections.~~

a. Each year during the month of December, the City Council shall appoint one of its members as Mayor and one of its members as Vice Mayor for the following calendar year.

b. Except as provided in paragraph<u>s</u> (e)<u>, (f), (g), and (h)</u> of this Section, the Mayor and Vice Mayor shall be selected based on the number of the City Council district from which each was elected in their immediately preceding City Council elections. The Mayor and Vice Mayor shall be selected based on the rotation schedule stated in paragraphs (c) and (d) of this Section.

c. For calendar year 202~~5~~<u>6</u>, the ~~rotation schedule for selection of~~ <u>City Council District Two shall be designated for the position of</u> Mayor and <u>City Council District One</u> shall be designated for <u>the position of</u> Vice Mayor.~~ shall commence as follows:~~

~~1) If the City Council member elected to represent City Council District Five has served for at least the preceding 345 days on the City Council, then the Mayor for that calendar year shall be selected from Council District Five, and the Vice Mayor for that calendar year shall be selected from City Council District Four; or~~

~~2) If the member elected to represent City Council District Five has not served at least the preceding 345 days on the City Council, and the member elected to represent City Council District Four has served for at least the preceding 345 days on the City Council, then the Mayor for that calendar year shall be selected from Council District Four, and the Vice Mayor shall be selected from City Council District Three; or~~

~~3) If the members elected to represent City Council Districts Four and Five have not served at least the preceding 345 days on the City Council, and the member elected to represent City Council District Two has served for at least the preceding 345 days on the City Council, then the Mayor for that calendar year shall be selected from Council District Two, and the Vice Mayor shall be selected from City Council District One; or~~

~~4) If the members elected to represent City Council Districts Two, Four, and Five have not served at least the preceding 345 days on the City Council, and the member elected to represent City Council District Three has served for at least the preceding 345 days on the City Council, then the Mayor for that calendar year shall be selected from~~

~~Council District Three, and the Vice Mayor shall be selected from City Council District Two.~~

~~5) If the members elected to represent City Council Districts Two, Three, Four, and Five have not served at least the preceding 345 days on the City Council, then the Mayor for that calendar year shall be selected from Council District One, and the Vice Mayor shall be selected from City Council District Five.~~

d. For calendar year 202~~6~~7, and each calendar year thereafter, except as provided in paragraph (g), the Mayor for the calendar year shall be the councilmember who served as the Vice Mayor during the preceding calendar year; and the Vice Mayor for the calendar year shall be selected from the district number that is the next lower-numbered district below the number of district from which the Mayor is selected, except that if the Mayor is selected from City Council District One, the next lower-numbered district shall be deemed to be City Council District Five.

e. A member shall not serve as Mayor or Vice Mayor if he or she declines to serve or has not previously served on the City Council for at least 345 days preceding the date of selection. In addition, the City Council may decline to appoint a member as Mayor or Vice Mayor if a majority of the City Council determines any of the following circumstances exist:

1) A violation of law or City policy, or has been or is being investigated for a violation of law or of policy;

2) Intemperate, rude, or disparaging remarks or conduct toward the public, staff or City Council;

3) Lack of leadership or communications skills;

4) Excessive absenteeism as a Council member;

5) Any other conduct that would be considered to be unprofessional or unbecoming of the position of Mayor or Vice Mayor;

6) Determination that the person does not have the available time to assume the additional duties of Mayor or Vice Mayor.

f. Should a member decline or be ineligible under paragraph (e) to serve as Mayor or Vice Mayor, or should a majority of the City Council decline to appoint a member as Mayor or Vice Mayor for any of the reasons stated in paragraph (e), or should the member serving as Mayor or Vice Mayor resign his or her service as Mayor or Vice Mayor during his or her term, the City Council shall by majority vote select another member to fill the position for the calendar year or remainder of that year. Except as provided in paragraph (g), the appointment of any member under this paragraph shall not affect, alter, or reset the Mayoral and Vice-Mayoral rotation schedule for future calendar years, as provided in paragraph (d).

g. If a member of the City Council is selected under paragraph (f) to serve as Mayor during a calendar year outside the rotational schedule established for that calendar year, and if that same member would under the rotation schedule provided in paragraph (d) serve as Mayor during the

next calendar year, the rotational schedule shall be advanced by one year such that this member shall not serve as Mayor for two consecutive calendar years. In that event, the rotation provided in paragraph (d) shall be advanced such that the person who was to serve as Vice Mayor during the next year shall serve as Mayor and the rotation in following calendar years, as provided in paragraph (d), shall be likewise adjusted.

~~g. The provisions of this Section shall take effect on December 1, 2024, on which date and thereafter, this Section shall supersede and replace the provisions of Section 2.1.005 of this Code.~~

SECTION 2. Upon the effective date of this Ordinance, Oakley Municipal Code 2.1.005 shall be repealed.

SECTION 3. CEQA.

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

SECTION 4. SEVERABILITY.

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

SECTION 5. EFFECTIVE DATE.

This Ordinance shall become effective thirty (30) days after adoption.

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.

THE FOREGOING ORDINANCE was introduced with the reading waived at a regular meeting of the City Council of the City of Oakley on the 14th day of October, 2025. The Ordinance was adopted with the second reading waived at a regular meeting of the City Council of the City of Oakley on the 28th day of October, 2025, and ordered passed to print by the following vote, to wit:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

_____
Shannon Shaw, Mayor

ATTEST:

_____ _____
Kim Snodgrass, City Clerk Date

ORDINANCE NO. XX-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY REPEALING SECTION 2.1.003 TO AND AMENDING AND REENACTING SECTION 2.1.005 OF THE OAKLEY MUNICIPAL CODE CONCERNING THE SELECTION OF MAYOR AND VICE MAYOR

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

SECTION 1. Upon the effective date of this Ordinance, Oakley Municipal Code 2.1.003 shall be repealed.

SECTION 2. Upon the effective date of this Ordinance, Oakley Municipal Code 2.1.005 shall be amended and reenacted to read as follows:

2.1.005 Appointment of Mayor and Vice Mayor ~~through Calendar Year 2024~~.

a. Each year during the month of December, the City Council shall appoint one of its members as Mayor. The member selected to be Mayor ~~typically will~~ shall be the member who is serving as Vice Mayor, unless the Vice Mayor is unavailable to be appointed as Mayor due to failure to be re-elected, insufficient time to dedicate to the office, or other reasons as provided in this section.

b. Each year during the month of December, the City Council shall appoint one of its members as Vice Mayor. The person selected as Vice Mayor shall have been a member of the Council for at least one year prior to the appointment as Vice Mayor.

c. Neither the Mayor nor the Vice Mayor serves a term of office, but rather serves in those capacities at the pleasure of the majority of the City Council.

d. It is the intent of this section to establish a rotation process so that each Council member shall have the opportunity to become either Vice Mayor or Mayor, or both.

e. The City Clerk shall establish and keep a "rotation schedule" regarding the City Council members as follows:

1) The member with the most continuous time of service on the Council who has not previously served as Vice Mayor and is not selected Mayor will be selected as Vice Mayor. The remaining members of the City Council at the time of this appointment shall be placed in the rotation schedule in reverse order of their previous services as Mayor.~~If two or more members have equal time of continuous service, the member who received the highest number of votes at his/her election shall be selected The other members with equal time of continuous service will have their rank on the rotation schedule determined by the number of votes that they received at their election, with the member having the higher number of votes receiving higher ranking.~~

~~f.~~2) When the Mayor completes his/her service as Mayor, he or she shall revert to the bottom of the rotation schedule.

~~g.~~3) ~~If a member was~~ Subject to compliance with paragraph 5) of this paragraph, when a member is first elected or appointed to the City Council, he or she shall be placed in the rotation

schedule at the position of the former member that preceded him or her in office.~~he/she shall be placed at the bottom of the rotation schedule when appointed, and shall continue up the rotation schedule thereafter in the same manner as the other members.~~

~~h.~~4) If a member voluntarily declines appointment as either Mayor or Vice Mayor, or is excluded from serving in either position by vote of the City Council under paragraph (f), he or she shall ~~then~~ rotate to the bottom of the rotation schedule.

5) No member shall serve as Mayor or Vice Mayor unless he or she has served at least 345 days as a member of the City Council. If a member would be designated to serve as Vice Mayor under the rotation schedule before completing 345 days of service, he or she shall be moved back one place in the rotation schedule and the next highest member who has completed 345 days of service shall be considered for appointment as Vice Mayor under paragraph (a).

6) If at the time of appointment of Mayor or Vice Mayor, no member of the City Council meets the eligibility requirement provided in subparagraph 5) of this paragraph, the Council may select any member of the City Council to serve as Mayor or Vice Mayor under paragraph (a).

~~i.~~f. The City Council may decline to appoint a member to serve as Mayor or as Vice Mayor if a majority of the City Council determines that the person has experienced or exhibited any of the following:

1) A violation of law or City policy, or has been or is being investigated for a violation of law or of policy;

2) Intemperate, rude or disparaging remarks or conduct toward the public, staff or City Council;

3) Lack of leadership or communications skills;

4) Excessive absenteeism as a Council member;

5) Any other conduct that would be considered to be unprofessional or unbecoming of the position of Mayor or Vice Mayor;

6) Determination that the person does not have the available time to assume the additional duties of Mayor or Vice Mayor.

~~j.~~g. This section was reenacted and amended during a calendar year in which the Mayor and Vice Mayor were selected based on the numbers of their councilmember districts. To ensure a transition from a district-based to rankings-based selection system, it is the intention of the City Council that the Vice Mayor who served during calendar year 2025 shall, as provided in paragraph (a), serve as the Mayor for calendar year 2026.~~This section shall remain effective through November 30, 2024, and thereafter shall be of no further effect due to the operative date of section 2.1.003 of this Code.~~

SECTION 3. CEQA.

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

SECTION 4. SEVERABILITY.

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

SECTION 5. EFFECTIVE DATE.

This Ordinance shall become effective thirty (30) days after adoption.

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.

THE FOREGOING ORDINANCE was introduced with the reading waived at a regular meeting of the City Council of the City of Oakley on the 14th day of October, 2025. The Ordinance was adopted with the second reading waived at a regular meeting of the City Council of the City of Oakley on the 28th day of October, 2025, and ordered passed to print by the following vote, to wit:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

_____
Shannon Shaw, Mayor

ATTEST:

_____ _____
Kim Snodgrass, City Clerk Date

STAFF REPORT

OAKLEY
CALIFORNIA

`DATE: October 14, 2025

Approved and Forwarded to the City Council

TO: Hon. Mayor and Members of the City Council

FROM: Shannon Shaw, Mayor

SUBJECT: Adoption of a Resolution Censuring Councilmember Fuller for Engaging in Bullying and Retaliatory Conduct and Calling for his Resignation

Background and Analysis

At its last meeting, during the request for future agenda items portion of the City Council's agenda, two councilmembers requested an item be brought forward to censure Council Member Fuller based on recent conduct toward staff.

The City Council has the authority and responsibility to ensure that the conduct of its members meets the highest standards of integrity, accountability, and professionalism. Allegations were brought forward regarding the conduct of Councilmember Fuller, specifically regarding bullying and retaliatory actions against staff. In response, the city commissioned an independent third-party investigation.

The investigation has been completed and sustained findings were made that Councilmember Fuller engaged in bullying and retaliatory conduct. Such conduct is inconsistent with the duties of elected office, undermines the ability of staff to perform their work, erodes public trust in the City Council, and has required the City to devote significant time and financial resources to investigations and responses.

Although the Council does not have the authority to remove a duly elected official absent a criminal conviction or other legal disqualification, it may take formal action to express disapproval of such conduct. A Resolution of Censure has been prepared for Council consideration. This resolution not only censures Councilmember Fuller but also calls upon him to resign from office in order to protect the integrity of the City of Oakley and restore public confidence.

Fiscal Impact

There is no direct fiscal impact associated with the adoption of this resolution.

Staff Recommendation

The Mayor recommends that the City Council adopt the attached Resolution of Censure formally censuring Councilmember Fuller for bullying and retaliatory conduct and calling for his resignation.

Attachments

1. City Attorney's Supplemental Staff Report
2. Resolution of Censure

STAFF REPORT

OAKLEY
CALIFORNIA

Approved and Forwarded to the City Council

DATE: October 14, 2025
TO: Hon. Mayor and Members of the City Council
FROM: Derek Cole, City Attorney
SUBJECT: Supplement to Staff Report Regarding Proposed Resolution Censuring Councilmember Fuller

This memorandum supplements the Staff Report the Mayor has prepared for this item. The memorandum is intended *only* to discuss the procedure the City Council should follow in considering the proposed resolution of censure. This Office cannot—nor will not—make any recommendation concerning that resolution or express any opinion about its merits.

A censure is a public and symbolic reproval of a member for any actions a Council majority disapproves. The censure is taken formally by motion or adoption of a resolution.

There are no specific statutes governing the censure process. Some public agencies have adopted written censure policies. Our City is not one of those agencies.

In the absence of an established process, the City Council must proceed in a manner that ensures basic fairness. Rules of evidence and trial or quasi-trial like procedures are not followed; but some minimum measures to ensure due process are required.

For sake of fair process, when this agenda item is called, the City Council should follow a process akin to its public hearing procedure. The drafter(s) of the censure—in this case, the Mayor—should present the staff report and then the subject of the censure—here, Councilmember Fuller—should have the right to rebut the grounds for censure the Mayor proposes. Other Councilmembers may ask questions or seek clarification at this point, but they should save any substantive comments for deliberations.

Once the Mayor's presentation and Councilmember Fuller's rebuttal have concluded, the public should be given the right to comment in accordance with the Council's usual comment procedure. (Note also that any written comments received in advance on this item would be considered part of the record for this agenda item.) Speakers should be given the customary 3 minutes to comment.

Once public comment has concluded, Councilmember Fuller should be permitted an additional rebuttal period. This period would allow him to address any of the comments made during the public comment portion of this agenda item. Should any written comments be provided in advance of the meeting, Councilmember Fuller should be allowed to rebut these comments as well.

Once Councilmember has concluded this second rebuttal period, the matter would be before the City Council for deliberations. Any councilmember—including Councilmember Fuller—may make substantive comments on the matter. As the proposed censure is to be reflected in a resolution, the approval of the censure would be by a motion to approve the resolution (as presented, or as the Council may amend). The usual motion process would be followed and the motion would carry on a majority vote of a quorum present. (There are no "supermajority" or higher vote thresholds for this type of matter.)

All Councilmembers are permitted to vote on any motion to approve the resolution. This includes Councilmember Fuller, who is the subject of the proposed censure. As a censure is a symbolic action, there is no ground to suggest the subject of the proposed censure has any type of economic or other conflict of interest that would preclude voting.

One final note about the censure procedure: City staff should not be requested to comment or provide any input during this item's consideration. Because a censure is purely a political statement about a member of an elected body by a majority of that body, any discussion about the item should occur exclusively among the members. City administration and staff have not nor will not take any position on the proposed censure. Consequently, they should not be asked to participate in any way when the item is considered.

RESOLUTION NO. XX-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY FORMALLY CENSURING COUNCILMEMBER FULLER FOR ENGAGING IN BULLYING AND RETALIATORY CONDUCT AND CALLING FOR HIS RESIGNATION

WHEREAS, the City Council of the City of Oakley is entrusted by the residents to uphold the highest standards of integrity, accountability, and professionalism in conducting the people's business; and

WHEREAS, members of the City Council are bound by state law, the City's Code of Conduct, and ethical obligations to treat employees, residents, and fellow officials with respect, fairness, and professionalism; and

WHEREAS, the City commissioned an independent third-party investigation into allegations of misconduct by Councilmember Fuller; and

WHEREAS, the investigation was completed and sustained findings that Councilmember Fuller engaged in bullying and retaliatory conduct toward City staff; and

WHEREAS, such conduct is inconsistent with the duties of elected office, undermines the ability of staff to perform their work in a professional environment, and erodes public trust in the City Council; and

WHEREAS, the City Council further notes that this conduct reflects a pattern of behavior directed not only toward staff, but also toward fellow councilmembers, other elected officials, and constituents; and

WHEREAS, this behavior has required the City to devote significant time and financial resources to investigations and responses, diverting taxpayer dollars and staff energy away from essential City services and priorities; and

WHEREAS, while the Council does not have the authority to remove a duly elected Councilmember absent a criminal conviction or other legal disqualification under California law, it does have the authority to express its disapproval and set clear expectations through a resolution of censure.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley declares as follows:

1. *Formal Censure*. The City Council hereby formally censures Councilmember Fuller for conduct determined by an independent third-party investigation to constitute bullying and retaliation against City staff; and

2. *Statement of Disapproval*. The Council declares that such conduct is unacceptable, incompatible with the responsibilities of public office, and harmful to the effective governance of the City; and

3. *Expectations Going Forward*. Councilmember Fuller is expected to immediately cease all bullying and retaliatory conduct and to adhere to all applicable City policies, ethical standards, and state laws; and

4. *Corrective Action Opportunities*. The Council encourages Councilmember Fuller to participate in professional development, including but not limited to workplace harassment prevention and ethics training under Government Code § 53235; and

5. *Call for Resignation*. In light of the seriousness of these sustained findings, the demonstrated history of this behavior toward staff, fellow councilmembers, other elected officials, and constituents, and the waste of City time and financial resources, the City Council hereby calls upon Councilmember Fuller to immediately resign from office.

PASSED AND ADOPTED by the City Council of the City of Oakley this 14th day of October 2025 by the following vote:

AYES:
NOES:
ABSTENTION:
ABSENT:

APPROVED:

_____
Shannon Shaw, Mayor

ATTEST:

_____
Kim Snodgrass, City Clerk

_____
Date

September 2025 New In-Town Business Licenses

Business Name	Primary Contact Email Address	Full Primary Address	Active Licenses
DNA CARDS AND COLLECTIBLES		642 BELFONTE ST OAKLEY CA 94561	HOME BASED BUSINESS
DREAMSCAPE LIVING INC		534 AVANTI WAY OAKLEY CA 94561	HOME BASED BUSINESS
EAST COUNTY PERFORMING ARTS CENTER	NINAEPKOCH@GMAIL.COM	3350 MAIN ST STE 100 OAKLEY CA 94561	BUSINESS LICENSE
ECOFRESH CLEANERS	AMOSCHIVARO@GMAIL.COM	1220 POPLAR DR OAKLEY CA 94561	HOME BASED BUSINESS
EI PROPERTY SOLUTIONS LLC		5011 TEAKWOOD DR OAKLEY CA 94561-1624	HOME BASED BUSINESS
FULL CAPACITY CPR	FULLCAPACITY@GMAIL.COM	2567 TALARIA DR OAKLEY CA 94561	HOME BASED BUSINESS
HP PEREZ GROUP INC	HPEREZ13@YAHOO.COM	11 GRAPEVINE CT OAKLEY CA 94561	HOME BASED BUSINESS
MS. CHRISTINA'S ACADEMY	MSCHRISTINASACADEMY@GMAIL.COM	2487 TALARIA DR OAKLEY CA 94561	HOME BASED BUSINESS
NICKELSON DEVELOPMENT LLC		27 KORBEL CT OAKLEY CA 94561-3037	HOME BASED BUSINESS
OASIS FAMILY FARMHOUSE		5685 MAIN ST OAKLEY CA 94561	HOME BASED BUSINESS
PRECISION BRAKE & FRONT AUTOMOTIVE REPAIR	CONTRACOSTAMOBILEREPAIR@GMAIL.COM	5780 MAIN ST OAKLEY CA 94561-3886	HOME BASED BUSINESS
RIVERAS BRILLIANT CLEANING	PERITARIVERA@AOL.COM	701 DOMAINE CT OAKLEY CA 94561-3046	HOME BASED BUSINESS
SWEET CALI POP LLC	INFO@SWEETCALIPOP.COM	435 SHANNON WAY OAKLEY CA 94561	HOME BASED BUSINESS
TRILLIUM BEHAVIORAL HEALTH		2055 TRUMAN LN OAKLEY CA 94561-3908	HOME BASED BUSINESS
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MEMORANDUM

OAKLEY
CALIFORNIA

DATE: October 14, 2025
TO: Joshua McMurray, City Manager
FROM: Danielle Navarro, Assistant City Manager
SUBJECT: Council Follow-up: "Blue-Sky" Contract for Animal Evacuation Services

Approved and Forwarded to the City Council

At the July 8, 2025 City Council meeting, Councilmember Williams requested a Work Session regarding the City entering into a "blue-sky" contract for livestock evacuation services in the event of an emergency. Mayor Shaw seconded the follow-up request.

Councilmembers Williams described a "blue-sky" contract as a standing (or on-call) contract where no payment is made unless services are used. In this case, Councilmember Williams asked for information on the City establishing such a contract for the evacuation of livestock owned by Oakley residents in the event of an emergency requiring evacuation.

Staff contacted the Contra Costa County Office of Emergency Services (OES) to determine whether the County has any such contracts in place. OES referred staff to Contra Costa County Animal Services with which the City contracts for animal services such as animal adoptions, foster programs, licensing, noisy, missing or deceased animals, and vaccinations and spay/neuter clinics. Animal Services has been unsuccessful in executing a Memorandum of Understanding with animal evacuation organizations and stresses that evacuations and preparedness are the responsibility of the owner for both large and small animals. Lieutenant Weissman manages the Contra Costa County Animal Response Team (CCART), a volunteer group that sets up temporary animal shelters in disasters and is trained in the care of horses and other species. She confirmed that if an owner is unable to evacuate their animal in a disaster, Animal Services will respond to assist. In the event of a disaster, they may evacuate livestock or may determine the safest course of action for the animal(s) and owners would be to shelter in place.

Lieutenant Weissman provided the name of one organization in the area that provides livestock evacuation services. City staff has not found any other local organizations providing these services.