

AGENDA

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

Tuesday, March 24, 2015

6:30 p.m.

Oakley City Council Chambers
3231 Main Street, Oakley, CA

MISSION STATEMENT: The City of Oakley exists to build and enhance a quality community and to serve the public in a friendly, efficient, responsive manner.

VISION STATEMENT: The City of Oakley will be recognized as a model of civic participation and a vibrant delta community where families live, work, play, shop and visit.

Agendas are posted in Oakley at Oakley City Hall-3231 Main Street, outside the gym at Delta Vista Middle School-4901 Frank Hengel Way and outside the Library at Freedom High School-1050 Neroly Road; agendas are also posted on the City's Internet Website www.ci.oakley.ca.us.

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 meeting at Oakley City Hall, 3231 Main Street, Oakley, CA 94561. Any writings or documents provided to a majority of the Oakley City Council or Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency regarding any item on this agenda will be made available for public inspection, during regular business hours, at the front counter in the Main Lobby of the Oakley City Hall located at 3231 Main Street, Oakley, CA 94561.

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(Please keep cell phones/pagers turned off during the meeting.)

1.0 OPENING MATTERS

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

- 1.1 Call to Order and Roll Call of the Oakley City Council and Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency**
- 1.2 Pledge of Allegiance to the Flag**
- 1.3 Proclamation Recognizing March 2015 as American Red Cross Month in Oakley (Theresa Miller, Volunteer, External Relations Committee)**
- 1.4 Contra Costa Mosquito Abatement and Vector Control District Update (Michael Krieg, Appointee)**
- 1.5 East Contra Costa Fire Protection Board Update (Hugh Henderson, Fire Chief)**

2.0 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 on non-agendized items. PUBLIC COMMENTS ARE LIMITED TO THREE (3) MINUTES. In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda. The Oakley City Council/ Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency may respond to statements made or questions asked or may request Staff to report back at a future meeting on the matter. The exceptions under which the Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency MAY discuss and/or take action on items not appearing on the agenda are contained in Government Code §54954.2(b)(1)(2)(3). Members of the public should submit any Speaker Cards for Public Comments in advance of the Mayor calling for Public Comments.

3.0 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 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 who would like an item removed from the Consent Calendar for purposes of public input may request the Mayor remove the item. Members of the public should submit any Speaker Cards related to the Consent Calendar in advance of the Consent Calendar being considered.

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

- 3.1 Approve the Minutes of the Regular Joint Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency Meeting held March 10, 2015 (Libby Vreonis, City Clerk)**

Oakley City Council

- 3.2 Approve the Minutes of the Special City Council Meeting held February 25, 2015 (Libby Vreonis, City Clerk)**
- 3.3 Approve the Minutes of the Special City Council Meeting held February 26, 2015 (Libby Vreonis, City Clerk)**
- 3.4 Report Out of Closed Sessions Memo (Derek Cole, City Attorney)**
- 3.5 Adopt a Resolution Approving the Annual Progress Report on Implementation of the 2007-2014 Housing Element with SB 341 Reporting Requirements (Joshua McMurray, Planning Manager)**
- 3.6 Adopt a Resolution Awarding a Construction Contract to Knife River Construction for the Main Street Rehabilitation and Resurfacing Project (Bridgehead Road to Big Break Road) – Capital Improvement Project 164 (Kevin Rohani, Public Works Director/City Engineer)**
- 3.7 Adopt a Resolution Authorizing the Assignment and Subordination of a Housing Successor Affordable Housing Project Loan (Paul Abelson, Finance Director)**
- 3.8 Adopt a Resolution Establishing the Rate Per Equivalent Runoff Unit for Fiscal Year 2015/2016 and requesting the Contra Costa County Flood Control and Water Conservation District to Adopt an Annual Parcel Assessment for Drainage Maintenance and the National Pollutant Discharge Elimination System Program (Kevin Rohani, Public Works Director/City Engineer)**

4.0 PUBLIC HEARING

Oakley City Council

- 4.1 Consider an Urgency Ordinance Extending the Effectiveness of Ordinance No. 04-15, Prohibiting the Issuance of Permits, Licenses or Approvals for Construction, Establishment or Operation of Massage Parlors on an Interim Basis (Derek Cole, City Attorney)**

Staff recommendation:

- Open the Public Hearing
- Receive the Staff Report
- Receive Public Testimony
- Close the Public Hearing
- Deliberate
- Summarize the Deliberation
- Specify to Staff any amendments to the Urgency Ordinance during Motion
- Adopt the Urgency Ordinance (4/5ths vote required)

5.0 REGULAR CALENDAR

Oakley City Council

- 5.1 Adopt a Resolution Supporting the Proposed “East County Emergency Fire and Prevention Assessment” for the East Contra Costa Fire Protection District, and Authorizing the City Manager to Vote in Favor of the Assessment for an City Properties Subject to the Assessment (Bryan Montgomery, City Manager)**

6.0 REPORTS

6.1 CITY MANAGER

- (a) City Manager
- (b) Strategic Plan Update

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

- (a) Reports from Council Liaisons to Regional Committees, Commissions and Boards AND Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency Comments
- (b) Requests for Future Agendas

7.0 WORK SESSIONS-None

8.0 CLOSED SESSION

Oakley City Council

8.1 CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6

City Designated Representative: Bryan Montgomery, City Manager

Unrepresented Anticipated Employees: Police Chief, Police Lieutenants, Police Sergeants, and Police Officers.

8.2 Reporting Out of Closed Session (Derek Cole, City Attorney)

9.0 ADJOURN

Proclamation

AMERICAN RED CROSS MONTH 2015

WHEREAS, *American Red Cross Month is a special time to recognize and thank our Everyday Heroes - those who reach out to help people in need; and*

WHEREAS, *American Red Cross heroes help disaster victims recover. They give blood to help a hospital patient. They brighten the day of an injured service member. They step forward to help someone having a heart attack; and*

WHEREAS, *we would like to remember our heroes here in Oakley who help people in need. They work tirelessly to assist their neighbors when they need a helping hand; and*

WHEREAS, *across the country and around the world, the American Red Cross responded to disasters. When an injured service member ended up in a hospital far from home, the American Red Cross offered comfort. When a hospital patient needed blood, American Red Cross blood donors helped them. When a lifeguard jumped in to save a drowning child or someone stepped up to help a heart attack victim, the American Red Cross was there; and*

WHEREAS, *we dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.*

NOW, THEREFORE, BE IT RESOLVED, *that I, Doug Hardcastle, Mayor of the City of Oakley, do hereby proclaim March 2015 as American Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.*

March 24, 2015

Doug Hardcastle, 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
March 10, 2015**

1.0 OPENING MATTERS

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

1.1 Call to Order and Roll Call of the Oakley City Council, Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency

Mayor Hardcastle called the meeting to order at 6:30p.m in the Oakley City Council Chambers located at 3231 Main Street, Oakley, California. Doug Hardcastle, Kevin Romick, Randy Pope, Sue Higgins and Vanessa Perry were present.

1.2 Pledge of Allegiance to the Flag

Mayor Hardcastle led the Pledge of Allegiance to the Flag.

1.3 Update from Ironhouse Sanitary District (Tom Williams, General Manager)

General Manager Tom Williams provided information to the City Council regarding Ironhouse Sanitary District's (ISD) water storage facility, the boundaries and number of residents it serves, the history of ISD, Jersey Island and its use of recycled water, ISD's salt ordinance, its use of solar power, its bio-solids pilot program, transparency and outreach efforts, and its future use of recycled water. Mr. Williams announced his retirement effective May 1 and informed the City Council that Phil Bachelor will act as the Interim General Manager until the hiring process is complete in late June / early July.

Vice Mayor Romick thanked Mr. Williams for his leadership and outstanding contributions to the Oakley community.

Mayor Hardcastle thanked Mr. Williams for his years of service to the Oakley community and congratulated him on his retirement.

1.4 Proclamation Recognizing Tom Williams for his Service with Ironhouse Sanitary District and the Oakley Community (Mayor Hardcastle)

Mayor Hardcastle presented the proclamation to Tom Williams.

Mr. Williams thanked the City Council.

1.5 Proclamation Recognizing March as Prescription Drug Abuse Awareness Month (Representative for RxSafe Contra Costa)

Mayor Hardcastle presented the proclamation to Toni Riley, Chief of Staff for Supervisor Piepho, on behalf of RxSafe Contra Costa.

Ms. Riley thanked the City Council for its commitment to a healthy community and she encouraged everyone to lock up prescription drugs and dispose of them properly.

2.0 PUBLIC COMMENTS

Online Comment Forms

No online comment forms were submitted for Public Comments.

Public Comment Cards

Meghan Bell with East County Little League (ECLL) thanked the City Council, staff and Police for their support with the grand opening day parade that will be held Saturday, March 14 beginning at 9am near Yogurt Island and ending at Oakley Elementary School. She invited the City Council to join the parade and judge team banners. She provided each City Councilmember with an ECLL baseball cap.

3.0 CONSENT CALENDAR

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

3.1 Approve the Minutes of the Regular Joint Oakley City Council/Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency Meeting of February 24, 2015 (Libby Vreonis, City Clerk)

Oakley City Council

3.2 Adopt a Resolution Authorizing the Mayor to sign the Cooperative Funding Agreement between the Contra Costa Transportation Authority and the City of Oakley (Joshua McMurray, Planning Manager)

3.3 Adopt a Resolution Accepting as Complete Work Performed by Star Construction, Inc. for Capital Improvement Project 141-Main Street Median Improvement Project and Direct the City Clerk to File a Notice of Completion with the County Recorder (Empire Avenue to Vintage Parkway) (Kevin Rohani, Public Works Director/City Engineer)

3.4 Adopt a Resolution Authorizing the City Manager to Execute a Lease Agreement with Slow Foods Delta Diablo to Establish a Community Garden Program at Creekside Park located at 3900 Creekside Way in Oakley (Kevin Rohani, Public Works Director/City Engineer)

Mayor Hardcastle pulled Item 3.4 from the Consent Calendar to allow for public comment as a speaker card was received for Item 3.4 prior to consideration of the Consent Calendar.

Online Comment Forms

No online comment forms were submitted for the Consent Calendar.

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

Item 3.4

Public Comment Cards

Shawn Horrocks, Director/Chair of the Oakley Community Gardens (OCG), thanked the City Council and staff for working with OCG to help build community bonds, provide education and provide food to the Oakley community. She added that OCG is still interested in the Moura property and would like to partner with the City in its development of the site for a multi-community purpose.

It was moved by Vice Mayor Romick and seconded by Councilmember Pope to approve Item 3.4. Motion was unanimous and so ordered. (5-0)

4.0 PUBLIC HEARING

Oakley City Council

- 4.1 Subdivision 9391 at Cypress Grove (TM 02-15) (Ken Strelö, Senior Planner)**
Request for approval of a vesting tentative map to subdivide approximately 3.52 acres into 14 single family residential lots within the existing Cypress Grove Subdivision located north of Ironhouse Elementary School and Delta Vista Middle School (4901 Frank Hengel Way) off of East Cypress Road and Frank Hengel Way.

Senior Planner Ken Strelö presented the staff report and recommended an additional condition of approval be added to the proposed resolution for consideration and approval by the City Council. The additional condition of approval is as follows:

- Annex the property to the City of Oakley Community Facilities District No. 1 (Cypress Grove) for Flood and Storm Drainage for maintenance and operation of flood and storm drainage improvements either owned or otherwise controlled by the City of Oakley including but not limited to detention ponds, pump stations, levees, conveyance systems and other related improvements.

Online Comment Forms

Mike Stewart submitted an online comment form requesting to speak at the meeting.

Public Comment Cards

Mike Stewart requested the City Council consider a pedestrian walkway instead of a street between the proposed circle and Escher Circle for the safety of children in the neighborhood. He also requested the City Council consider single-story homes on lots that would back up to existing homes on Escher Circle for privacy reasons.

Bobbie Lampe submitted a public comment card but was not present when called upon by Mayor Hardcastle. She inquired on her comment card how her property taxes for bonds would be reduced after the new homes are built.

Darryl Loadholt and Mayra Gutierrez-Loadholt agreed with Mr. Stewart's comments and added that they purchased their home on a circle with safety in mind for their children and if the circle is opened to allow for street access, it would create a safety concern.

Vice Mayor Romick called the developer to the podium. Michael Evans with DeNova Homes stepped to the podium.

Vice Mayor Romick inquired if it is possible to change the street connecting to Escher Circle to a pedestrian walkway and to provide single-story homes on the lots backing up to existing homes on Escher Circle.

Mr. Evans explained that there is a mix of single-story and two-story homes planned for the development and it is possible to work with staff regarding the installation of a pedestrian walkway instead of a roadway.

Mr. Strelo added that staff will work with the developer to determine what can be done and if lots 32 and 33 are expanded to accommodate a pedestrian walkway, they would go from approximately 7,000 square feet to 11,000 square feet.

Councilmember Pope suggested expanding lots 28-32 evenly rather than expand only lots 32 and 33 to accommodate a pedestrian walkway.

It was moved by Vice Mayor Romick and seconded by Councilmember Pope to adopt the resolution including the additional condition of approval. Motion was unanimous and so ordered. (5-0)

Mayor Hardcastle announced a short recess at 7:35 p.m.

The City Council reconvened at 7:37 p.m.

5.0 REGULAR CALENDAR

Oakley City Council

5.1 Transportation Engineering Fundamentals (Kevin Rohani, Public Works Director/City Engineer)

Public Works Director/City Engineer Kevin Rohani provided information to the City Council regarding transportation engineering as it relates to the City, private development and the Oakley 2020 General Plan, including the Trip Generation Manual-the industry standard for preparation of traffic studies and Level of Service standards-a quality measure describing operational conditions within a traffic system. He explained that transportation engineering guidelines and standards are established and adopted by municipalities to manage traffic.

Vice Mayor Romick commented there has been discussion at the State level of changing from Level of Service guidelines to Vehicle Miles Traveled guidelines and inquired if the change has been State-mandated.

Mr. Rohani replied that it is not yet State-mandated; it is still in discussion and it will not be a quick or easy transition as many layers of transition will occur before it reaches the local level.

Online Comment Forms

No online comment forms were submitted for Item 5.1.

Public Comment Cards

No public comment cards were submitted for Item 5.1.

5.2 Report of Public Input regarding the Police Services Study and Direction to Staff on How to Proceed (Bryan Montgomery, City Manager and Paul Abelson, Finance Director)

City Manager Bryan Montgomery provided the report on public input regarding the Police Services Study to the City Council.

Online Comment Forms

No online comment forms were submitted for Item 5.2.

Public Comment Cards

Contra Costa County Assistant to the Sheriff Mark Williams thanked the City Council and Mr. Montgomery for their commitment to public safety. He requested the City Council

consider the reduction of costs and items provided in the letter sent to the City Council by Sheriff Livingston.

Vice Mayor Romick commented that Police services are the largest part of the City's budget and the Oakley community is growing, but Police services are not. He requested firmer numbers for services to be contracted before making a decision.

Councilmember Pope commented that it makes economic sense to bring Police services in-house. He requested the City Council continue discussion regarding CalPERS, certification, establishment of policies and procedures, and structure-specifically whether or not two lieutenants are needed.

Mayor Hardcastle mentioned he hosted Mayor at the Market this past Saturday and he did not receive any negative feedback from residents regarding bringing Police services in-house. He requested staff obtain more information regarding firm numbers and report back to the City Council.

Mr. Montgomery responded that staff will obtain more information and report back.

It was moved by Councilmember Higgins and seconded by Councilmember Perry to direct staff to begin the process of obtaining commitments for key areas of service; and when successful, report back with the results and for authorization to give the County the appropriate notice. Motion was unanimous and so ordered. (5-0)

6.0 REPORTS

6.1 CITY MANAGER

(a) City Manager

City Manager Bryan Montgomery announced Main Street between Vintage Parkway and Norcross Lane will be closed for the East County Little League parade Saturday, March 14 between 9am-10am. He also announced Oakley Film Festival submissions are now being accepted. He mentioned City staff will provide the City Council an update on the Strategic Plan at the March 24 City Council meeting and the City Council, along with City staff, will hold its annual Strategic Plan meeting on March 30 at Summer Lakes to discuss Strategic Plan items in further detail per the City Council's direction. He reported that the City Council approved funding earlier this year for digital security cameras in parks and most of the cameras have been installed. He congratulated Assistant to the City Manager Nancy Marquez Suarez for receiving the Liberty Union High School District Graduate of Distinction Award.

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

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

Councilmember Pope announced he attended the East Contra Costa Fire Protection District Board meeting and the Board voted to proceed with the benefits assessment. He mentioned residents should receive ballots in the mail by March 13 and ballots are due to be opened and counted on March 27 at City Hall. He encouraged everyone to vote.

Mayor Hardcastle announced he attended a 7th grade class where trout eggs have hatched and will be released into Contra Loma later this year. He also announced he hosted Mayor at the Market Saturday and received a comment regarding children playing in the street and not moving, inquiries about the status of doves in the parks and the Laurel Street widening (from Rose Avenue to Main Street), and comments in support of bringing Police services in-house.

(b) Requests for Future Agendas

Councilmember Pope requested staff explore a program for maintenance of street trees, similar to the sidewalk, curb and gutter program the City offers, to provide discounted services or cost-sharing assistance to residents to maintain trees facing streets that are the responsibility of the property owner.

7.0 WORK SESSIONS-None

8.0 CLOSED SESSIONS

Oakley City Council

8.1 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Potential initiation of litigation (one case). This closed session is authorized by Government Code Sec. 54956.9.

**8.2 CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code Section 54957.6**

City Designated Representative: Bryan Montgomery, City Manager

Unrepresented Anticipated Employees: Police Chief, Police Lieutenants, Police Sergeants, and Police Officers.

This item is scheduled to be heard only if necessary after Item 5.2 is considered.

8.3 Reporting Out of Closed Sessions (Derek Cole, City Attorney)

There was no reportable action.

9.0 ADJOURN

There being no further business, the meeting was adjourned at 10:05 p.m.

Respectfully Submitted,

Libby Vreonis
City Clerk

**Minutes of the Special Meeting of the Oakley City Council
February 25, 2015**

**Oakley City Hall
City Council Chambers
3231 Main Street
Oakley, CA 94561
4:00 p.m.- 6:00 p.m.**

1. Welcome

Finance Director Paul Abelson welcomed attendees at 4:00 p.m. Approximately 10 people were in attendance. Mayor Hardcastle, Vice Mayor Romick and Councilmember Higgins were in attendance at various times throughout the meeting.

2. Public Comments

Online Comment Forms

No online comment forms were submitted.

Public Comment Cards

No public comment cards were submitted.

3. Gather Public Input regarding the Ongoing Police Services Study

Finance Director Paul Abelson provided an overview of the Police Services Study and opened the discussion for comments, concerns, questions and suggestions.

Items discussed included cost, liability, workers compensation and other potential service impacts, including a 4850 risk transfer question. The following questions were raised:

- Will the transition happen all at once or be phased?
- How will the City ensure a smooth transition of technology and communications services?
- Will the savings be earmarked for increasing police staff or will it go into the General Fund?
- Looking long term, has the City determined and how many new officers will be added in the years to come, and when they will be added?
- When will the City release the budget?
- With 30 different areas of service having been examined by City staff; are budgets and contracted vs. in house costs for each area examined available for public review? If not, when will they become available?
- What is the timeline is for implementation?

Mr. Abelson explained that there are still moving targets, and for that reason the City remains cautious about releasing specific cost estimates by area. He emphasized the

importance of ensuring the City maintains or improves its level of service, and how that is paramount in the analysis. He commented that the City Council has requested City staff to report public input, so it can consider public input in addition to staff's analysis before it makes a final decision. He explained that if the City Council directs staff to move forward, the City is required to provide a 12-month notice to the County to allow time for transition.

One person expressed opposition to in-house police services.

Mr. Abelson explained that anticipated cost increases at the County would likely limit, if not preclude, future additions that the City believes will be necessary to maintain current service levels, and that an in-house model would likely allow the City to be more responsive to changes in service needs.

4. Closing Discussion & Comments

Mr. Abelson thanked everyone who attended and mentioned he will report back to the City Council all of the comments, concerns, questions and suggestions presented this evening.

5. Adjournment

There being no further business, the meeting was adjourned at 5:15 p.m.

Respectfully Submitted,

Libby Vreonis
City Clerk

**Minutes of the Special Meeting of the Oakley City Council
February 26, 2015**

**Oakley City Hall
City Council Chambers
3231 Main Street
Oakley, CA 94561
6:00 p.m.- 8:00 p.m.**

1. Welcome

City Manager Bryan Montgomery and Chief of Police Dan Gomez began the meeting at 6:00 p.m. and welcomed the sole attendee, Dawn Morrow.

2. Public Comments

Online Comment Forms

No online comment forms were submitted.

Public Comment Cards

No public comment cards were submitted.

3. Gather Public Input regarding the Ongoing Police Services Study

Mr. Montgomery discussed the process of the evaluation with Ms. Morrow.

4. Closing Discussion & Comments

Mr. Montgomery thanked Ms. Morrow for attending and mentioned he will report back to the City Council regarding their discussion.

5. Adjournment

There being no further business, the meeting was adjourned at 6:25 p.m.

Respectfully Submitted,

Libby Vreonis
City Clerk



MEMORANDUM
Office of the City Attorney

Date: March 12, 2015
To: Mayor and Members of City Council
Cc: Bryan Montgomery, City Manager; William R. Galstan, Special Counsel
From: *for* Derek P. Cole, City Attorney *William R. Galstan*
Subject: Closed Sessions; Report-Out Memo

FOR CONSIDERATION AT THE CITY COUNCIL MEETING OF MARCH 24, 2015

Background and Analysis

The City Council held two closed sessions at the meeting of March 10, 2015, for purposes of (1) discussing potential initiation of litigation (one case), and (2) discussing unrepresented anticipated employees for Police services including Police Chief, Police Lieutenants, Police Sergeants and Police Officers. No reportable action was taken at either session. Direction was provided to staff during both sessions.

Fiscal Impact

None.

Recommendation:

Receive and file this report.

Attachments:

None.



Agenda Date: 03/24/2015

Agenda Item: 3.5

STAFF REPORT

Date: Tuesday, March 24, 2015
To: Bryan H. Montgomery, City Manager
From: Joshua McMurray, Planning Manager
Subject: **Annual Progress Report on Implementation of the 2007-2014 Housing Element with SB 341 Reporting Requirements**

Approved and Forwarded to City Council:


Bryan H. Montgomery, City Manager

Background and Analysis

Every year the City Council is required to adopt an Annual Progress Report on the implementation of the Housing Element of the General Plan. The Annual Report is then forwarded on to the State Office of Planning and Research and the Department of Housing and Community Development. The 2014 Annual Report is included as Attachment 1. The report demonstrates the City has completed its 26 Action Programs on the seventh and final year of this Housing Element Cycle. New to the report for 2014 is the requirement to comply with Senate Bill 341 in relation to reporting requirements for Housing Successor to Redevelopment Agencies. Staff has created its own format for this report included as an attachment to the Housing Element Annual Progress Report.

Fiscal Impact

In years past, the City's Housing Element consultant prepared the annual report at a cost of approximately \$2,000. City staff prepared the report in-house to minimize consultant expenses. There is no other fiscal impact associated with this project.

Conclusion and Recommendation

Staff requests that the City Council adopt the Resolution of the City Council of the City of Oakley Making Findings and Approving the Annual Progress Report on Implementation of the Housing Element for the City of Oakley.

Attachments

1. Annual Progress Report w/ SB 341 Report
2. Draft City Council Resolution

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Oakley
 Reporting Period 1/1/2014 - 12/31/2014

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information							Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions		
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No. project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Income				Total Units per Project	Est. # Infr. Units*	Assistance Programs for Each Development See instructions	Deed Restricted Units See instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income					
(9) Total of Moderate and Above Moderate from Table A3			▶	▶	68		68				
(10) Total by income Table A/A3			▶	▶	68						
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Oakley
Reporting Period 1/1/2014 - 12/31/2014

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.												Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	219		156		34		34	18			242	-23
	Non-deed restricted												
Low	Deed Restricted	120		162		9		9	11			191	-71
	Non-deed restricted												
Moderate	Deed Restricted	88										942	-854
	Non-deed restricted			68	211	170	77	151	197	68			
Above Moderate		348		328					3			331	17
Total RHNA by COG. Enter allocation number:		775											
Total Units ▶ ▶ ▶				714	211	213	77	194	229	68		1,706	-931
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Oakley
Reporting Period 1/1/2014 - 12/31/2014

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	Most of the facilities are relatively new and maintained. Rehabilitation is not needed at this time.
(2) Preservation of Units At-Risk				0	Currently no units are at risk.
(3) Acquisition of Units				0	No additional units were acquired in the one year time frame from January 1, 2013 to December 31, 2013.
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	68					68	
No. of Units Permitted for Above Moderate	0					0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Oakley
Reporting Period 1/1/2014 - 12/31/2014

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
1.1 Provision of Adequate Sites to Meet Remaining RHNA Need.	Provision of Adequate sites to accommodate remaining RHNA need of 88 Extremely Low Income Units	August-10	The 6.52-acre portion of the 17.95-acre affordable housing community, owned by Corporation for Better Housing, continues to be available for future affordable housing construction. That site has the capacity to provide for an additional 85 affordable housing units. There continues to be adequate sites and capacity available to meet the Extremely Low Income subcategory if funding sources become available.
1.2 Rezoning for Consistency with the General Plan	Complete rezoning program for consistency with the General Plan	June-10	The City completed the rezoning of residential properties to be consistent with the City of Oakley 2020 General Plan by adopting Ordinances 07-11, 08-11, 09-11, 20-11, 21-11, and 23-11.
1.3 Amend Density Bonus Ordinance	Review and revise existing Density Bonus ordinance as required by recent legislation and any future revisions to State Density Bonus Law	June-10	The City revised the Density Bonus Ordinance to be consistent with State Law. Ordinance No. 11-10 was adopted in September 2010.
1.4 Review and Revise Development Fees	Aim to reduce constraints on development	June-10	Development fees were reviewed and revised as part of the Fee Schedule Update approved in August 2009. Generally the development fees were reduced or remained the same. Additionally, the City has adopted a temporary program that cuts the Development Impact Fees by almost 40 percent. This program is set to expire in June 2015.
1.5 Promote Energy-Conserving Programs	Develop a Strategy for Efficient Use of Energy Resources	June-10	The City has adopted the California Energy Code and performs plan reviews to ensure projects meet the codes intention for efficient energy use.
1.6 Encourage Residential Development in Areas Served by Public Transit	Encourage Residential Development near current or planned Transit	Establish proximity criteria by June 2010	The City adopted the Downtown Specific Plan which is within 1/2 mile of public transit. The DSP allows for reduced parking in order to facilitate the redevelopment of downtown. Additionally, the General Plan has policies that encourage high density development near transit, and the City has made a consistent effort to locate higher density development along existing transit corridors.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Oakley
Reporting Period 1/1/2014 - 12/31/2014

1.7 Develop an Inventory of Available Land Resources	Inventory of Available Land Resources	June-10	The City has developed a comprehensive map of vacant and underutilized parcels. The list includes both vacant parcels and parcels that have infill potential. The information was updated prior to the adoption of the 2007-2014 Housing Element.
1.8 Inclusionary Housing Requirements	Implementation of Inclusionary Ordinance	Ongoing and Annual Monitoring	Since 2007, 434 units have been constructed within what was the RDA boundary. All 434 units fall within the Extremely Low, Very Low, Low, and Moderate Income Categories, providing capacity for above moderate income units to be constructed in accordance with the percentages set forth in the Inclusionary Ordinance. The City will be focusing attention on implementing the Downtown Specific Plan. One of the goals of the Downtown Specific Plan is to revitalize the historic downtown, including providing infill and mixed use residential opportunities. The impressive accomplishments in constructing affordable units will allow efforts to be focused on providing higher end, market rate residential units as part of the downtown revitalization efforts.
1.9 Encourage Infill Development	Encourage infill as a means to provide additional opportunities for construction	December-10	The city continues to encourage infill development. The City, as well as several other agencies have reduced the Development Impact Fees to encourage development. The City has adopted a Downtown Specific Plan which specifically provides for infill and mixed use residential opportunities within the City.
1.10 Job Housing Balance Evaluation	Analyze the status of jobs and housing within the community and then provide to large employers within the community	Develop Info materials by Dec. 2010	The city has a comprehensive list of approved and developed subdivisions within the City. This list is readily available to large employers within the City.
1.11 Annual Review and Reporting of Housing Element Progress	Complete reporting requirements	Report due to HCD Annually	The Annual Report is scheduled for Council review and approval at the March 24, 2014 City Council Meeting. Thereafter, the Annual Report will be forwarded to HCD prior to April 1, 2014.
1.12 Affordable Housing Overlay	Review and Revise Affordable Housing Overlay	June-10	The City has revised the Affordable Housing Overlay District to make it consistent with the City's adopted Housing Element. Ordinance No. 12-10 was adopted in September 2010.
GOAL 2 - Rehabilitation of Existing Housing Stock			

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Oakley
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Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
2.1 Rehabilitation of Existing Housing Stock	Continue to provide information on housing rehabilitation assistance	2014	The City has provided access on the web site to the full list of programs available with the County and HUD, as well as links to appropriate web sites
2.2 Proactive Code Enforcement	Develop a Proactive Code Enforcement Strategy	June-10	Staff has developed, adopted and implemented a Property Maintenance Program, as well as a Residential Rental Inspection Program.
2.3 Infrastructure Preservation Program	Provide Adequate Infrastructure	Ongoing	The City annually adopts a capital improvement program as part of its budget to plan and schedule infrastructure improvements throughout Oakley. Based on those adopted priorities and funding plans the City aggressively implements capital improvement projects. There are currently 14 capital improvement projects in various stages of implementation throughout the City.
GOAL 3 - Monitor Assisted Housing Units			
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
3.1 Monitor Assisted Housing Units	Monitor units to identify at risk units and insure current units compliance	Ongoing and Annual Monitoring	The City requires fiscal year financial and proof of certification to be reported 90 days after the end of the prior fiscal year. These reports are then audited. The City also maintains active relationships with owners and management.
3.2 Encourage Development of New Affordable Rental Housing for Remaining RHNA Need	Encourage Affordable Rental Housing Development to meet remaining RHNA need of 88 Extremely Low Income Units	2014	Active Program (See also Status of Implementation of Goal 1.1)
GOAL 4 - Increase Access to Housing Opportunities			
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
4.1 Increase Access to Homeownership	Disseminate information about the available programs for Affordable Housing through offices, library or City website	June-10	The City website has the following information: where existing affordable family and senior housing projects within the City are located as well as submitted development applications, a link to the 211 program, and the County Section 8 Program.
4.2 Promote Fair Housing Standards	Continue to encourage the enforcement of federal and state fair housing standards	December-10	The City currently posts resources on the web site, plus disseminates information through the housing department and the police department. A guide to tenants and landlords rights is kept on hand as well.

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Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Oakley
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4.3 Development of Housing for Extremely-Low Income Households	Encourage housing to meet RHNA need of 88 Extremely-Low Income units	2014	The City is working cooperatively with affordable housing developers to explore incentives. Although the City does not have available funds, staff has explored funding sources from other agencies in efforts to find ways to achieve the program goals to attain Extremely-Low Income units. The City has had numerous meetings and discussions with developers to explore incentives during this annual report time frame.
4.4 Development of Housing for Large Families	Increase Housing for Large Families	Ongoing	The City continues to focus on achieving a balance to accommodate various needs for housing.
4.5 Reasonable Accommodation Procedures	Continue reasonable accommodation procedures	Ongoing	Staff continues to ensure that projects meet the State's newest accessibility requirements by identifying deficiencies at plan review stage. City also works with a Certified Access Specialist for plan reviews and inspections.
4.6 Compliance with SB2	Comply with SB 2	August-10	The City has adopted an ordinance that complied with SB 2 in regard to transitional and supportive housing. The recently adopted Downtown Specific Plan provides a zone district and site to allow an Emergency Shelter by-right.
4.7 Pursue Outside Funding Sources	Monitor sources of development financing through federal, state and private sources to assist affordable and special needs housing	Ongoing/ Annually	The City is working cooperatively with affordable housing developers to explore outside funding sources. Although the City does not have available funds, staff has explored funding sources from other agencies in efforts to find ways to achieve the program goals to attain Extremely-Low Income units instead of Very-Low and -Low. The City has had numerous meetings and discussions in the past with developers to explore incentives and creative financing.
4.8 Provide Comprehensive Housing Information	Evaluate the effectiveness of existing community outreach and develop a comprehensive strategy	June-10	The City is continuing to enhance the community outreach strategy, which includes the use of e-mail, e-mail blasts, participation at community events, articles in publications/newspapers and on web sites. This is an ongoing process, and as more resources become available to the City, they are added to the community outreach strategy.
4.9 Zoning to Encourage and Facilitate Single Room Occupancy Units (SROs)	Zoning for SRO's	June-10	The City has adopted an ordinance that will encourage and facilitate the development of SRO's. Ordinance No. 13-10 was adopted in September 2010.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Oakley
Reporting Period 1/1/2014 - 12/31/2014

General Comments:

The City of Oakley has had the following successes in implementation of its Housing Element:

- * The City welcomed 433 new affordable housing units which started construction in 2008.
- * The City has made excellent progress, though a down economy, in achieving its RHNA requirements.
- * The City has demonstrated significant progress in accomplishing the goals within the 2007-2014 Housing Element planning period.
- * The City has continued development of housing in a difficult economy, with the permitting of 68 moderate units in 2014.
- * The City continues to assist citizens in finding local affordable housing opportunities

Oakley Housing Fund

SB 341 Annual Reporting Requirements for Housing Successors to Redevelopment Agencies For Fiscal Year Ended June 30, 2014

1. Amounts Deposited into the Low & Moderate Housing Asset Fund, distinguishing any amounts deposited for items listed on the Recognized Obligation Payment Schedule (ROPS) from other amounts deposited.

a. ROPS Schedule Funding	\$ 0
b. Loan Payments Received	\$44,186
c. Interest Earnings on Cash Balances	\$ 6
Total Deposits	<u>\$44,192</u>

2. A statement of the balance in the fund as of the close of the fiscal year, distinguishing any amounts held for items listed on the ROPS from other amounts. \$

Cash	\$56,618
Restricted for Current Payables	\$ 8,278
Available Cash Balance	<u>\$48,340</u>

3. Description of the expenditures from the fund by category, including, but not limited to, expenditures (A) for monitoring and preserving the long-term affordability of units subject to affordability restrictions or covenants entered into by the redevelopment agency or the housing successor and administering the activities described in paragraphs (2) and (3) of subdivision (a), (B) for homeless prevention and rapid rehousing services for the development of housing described in paragraph (2) of subdivision (a), and (C) for the development of housing pursuant to paragraph (3) of subdivision (a).

(A) Monitoring and Preserving LT Affordability of Units	\$8,278
(B) Homeless Prevention	\$ 0
(C) Development of Housing	\$ 0
(D) Other (accounting, bank fees, etc..)	\$4,945
Total Expenditures	<u>\$13,223</u>

4. As described in paragraph (1) of subdivision (a), the statutory value of real property owned by the housing successor, the value of the loans and grants receivable, and the sum of these two amounts.

Real Property Owned	\$ 0
Loans Receivable	<u>\$10,686,342</u>
Total	<u>\$10,686,342</u>

Oakley Housing Fund
SB 341 Annual Report
For Fiscal Year Ended June 30, 2014

5. *Description of any transfers made pursuant to paragraph (2) of subdivision (C) in the previous fiscal year and, if still unencumbered, in earlier fiscal years and a description of and status update on any project for which transferred funds have been or will be expended if that project has not yet been placed in service.*

\$0 (No transfers made under this section, in the current or any prior year).

6. *Description of Projects for which the Oakley Housing Fund receives or is holding property tax revenue pursuant to the ROPS and the status of that project.*

N/A -The Oakley Housing Fund neither receives nor holds property tax revenue pursuant to a ROPS.

7. *For interests in real property acquired by the former redevelopment agency prior to February 1, 2012, a status update on compliance with section 33334.16. For interest in real property acquired on or after February 1, 2012, a status update on the project.*

N/A – The Oakley Housing Fund owns no real property.

8. a. *A description of outstanding obligations pursuant to Section 33413 that remain to transfer to the Housing Successor on February 1, 2012.*

The Oakley Housing Fund is obligated to pay the remaining deferred impact fee obligation related to the Oakley Cypress Associates project. The balance at June 30, 2014, including interest, was \$1,350,822.

- b. *A description of the Housing Successor's progress in meeting obligations described in 8a.*

Very little progress has been made since dissolution of the Oakley Redevelopment Agency, as these fees were only recently confirmed as solely a Housing Successor obligation, and the Department of Finance continually denied any Successor Agency payment.

- c. *A description of the housing successor's plan to meet unmet obligations described in 8a.*

The Housing Successor receives loan repayments each year, and after paying for the services described in item 3 above, it will continue to use remaining balances to pay down this obligation. Given the state of the projects and length of the loan repayment terms, payment of the impact fees may take decades.

Oakley Housing Fund
SB 341 Annual Report
For Fiscal Year Ended June 30, 2014

9. *Information required by subparagraph (B) or paragraph (3) of subdivision (a).*

N/A.

10. *Percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the Housing Successor, its former RDA and its host jurisdiction within the last 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the housing successor, its former RDA and its host jurisdiction within the same time period.*

47.5%

11. *a. The amount of excess surplus. N/A – None.*

b. The amount of time that the successor agency has had the excess surplus. N/A

c. The housing successor's plan for eliminating the excess surplus. N/A

RESOLUTION NO. XX – 15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY MAKING FINDINGS AND APPROVING THE ANNUAL PROGRESS REPORT ON IMPLEMENTATION OF THE HOUSING ELEMENT FOR THE CITY OF OAKLEY

WHEREAS, in November 1998, the voters approved the incorporation of the City of Oakley, to be effective July 1, 1999; and

WHEREAS, on July 1, 1999, the City of Oakley was incorporated; and

WHEREAS, after incorporation, the City adopted the Contra Costa County General Plan for the Oakley Area as its General Plan, the County's subdivision ordinance as its subdivision Ordinance, and the County's zoning ordinance as its zoning ordinance (Ordinance Nos. 1-99, 17-99, 22-99). Since that time, the City has prepared its own General Plan, as required by Government Code Section 65360; and

WHEREAS, in December 2002, the Oakley City Council adopted the Oakley 2020 General Plan; and as part of the General Plan the City developed a 2001-2007 Housing Element, which was certified by The State Department of Housing and Community Development (HCD) in 2005; and

WHEREAS, in August 2009, the Oakley City Council adopted the 2007-2014 Housing Element,

WHEREAS, the City is required to provide housing opportunities for all income groups. HCD reviews the Housing Element portion of the General Plan, and requires an Annual Progress Report on the Implementation of the Housing Element; and

NOW, THEREFORE, 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:

1. The City has completed an Annual Progress Report (Attachment 1), which outlines the progress the City has made on the goals and policies outlined in the Housing Element:
 - a. The City shall meet the State Department of Housing and Community Development Department (HCD) requirements to ensure the City is providing adequate housing types for all income groups.
 - b. Compliance with HCD requirements will provide for orderly, well balanced growth within the City.

PASSED AND ADOPTED: by the City Council of the City of Oakley at a meeting held on the 24th day of March 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

Doug Hardcastle, Mayor Date

ATTEST:

Libby Vreonis, City Clerk Date



STAFF REPORT

Date: Tuesday, March 24, 2015
To: Bryan H. Montgomery, City Manager
From: Kevin Rohani, P.E. Public Works Director/ City Engineer

Approved and Forwarded to City Council:


Bryan H. Montgomery, City Manager

SUBJECT: Award of Construction Contract to Knife River Construction for the Main Street Rehabilitation and Resurfacing Project (Bridgehead Road to Big Break Road) – CIP 164

Background and Analysis

The City's adopted FY 2014/15 Capital Improvement Program (CIP) Budget designates funding for various infrastructure repair and replacement projects. This is consistent with the City's goals to improve the quality of the City's public infrastructure and to enhance the quality of life for our residents.

Capital Improvement Project No. 164 includes the rehabilitation and resurfacing of Main Street from Bridgehead Road to Big Break Road. The old Highway 4 constructed by Caltrans was never overlaid as a part of the Caltrans relinquishment to the City due to the anticipation of large scale development on the north side of Main Street. It has been roughly 7 years since then, and with no specific timeline for these development projects, this corridor of Main Street needed to be rehabilitated in order to preserve the City's asset. The project will repair the failed base areas, followed by grinding and recycling the existing roadway by using a process called Cold-In-Place Recycling or CIR. This process allows the contractor to grind down the roadway, add emulsion, and place it back down on the roadway which can be opened to traffic the same day. The CIR will then be overlaid with rubberized asphalt. A raised median island will be installed from Bridgehead Road to Sandy Lane. The median will be landscaped and irrigated. An illuminated way-finding sign will be installed in this median once the project is completed. Finally, new striping will be installed to complete the project. This corridor is the last section of Main Street to be rehabilitated and will enhance the appearance and aesthetics of Main Street when arriving in Oakley.

Knife River Construction was the lowest bidder for the project at a cost of \$1,806,210. Staff is proposing an appropriated contingency of \$200,000, as well as appropriating \$143,790 for construction inspection and testing, for a total project cost of \$2,150,000.

Fiscal Impact

The current FY 2014/15 budget for this project is \$1,600,000; so approval of this item will require appropriation of an additional \$550,000 for the project. To accomplish this, Staff is recommending the transfer of \$550,000 in appropriations from CIP 151, the City's general street resurfacing and repair project, to this project. CIP 151 is currently budgeted in the General Capital Projects Fund, and the appropriations would remain in this Fund, only until reassigned to CIP 164. With the recommended transfer, the total funding for the Main Street rehabilitation project will come from the following:

Fund	Amount	Account Number
General Capital Projects	\$ 950,000	201-75-164-0001
Traffic Impact Fee (TIF)	\$ 1,150,000	202-75-164-0001
Measure J	\$ 50,000	148-75-164-0001
Total Recommended	\$ 2,150,000	

Staff Recommendation

On March 5, 2015, six (6) bids were received for this project. Staff reviewed the bids and determined that Knife River Construction was the lowest responsible entity and is most responsive to the City's formal bid process.

Staff recommends that the City Council adopt the resolution approving the construction agreement with Knife River Construction for an amount not to exceed \$1,806,210.00, and authorizing the City Manager to execute said agreement.

Due to variables associated with construction projects, and to address unforeseen circumstances during the course of construction; staff further recommends that the City Council authorize staff to execute future change orders to the construction contract as necessary in an amount not to exceed \$200,000 for work beyond what is defined in the base project bid.

Lastly, Staff recommends that the City Council authorize the transfer of \$550,000 in appropriations from CIP 151 to CIP 164 in the General Capital Projects Fund to fully fund the project, including construction inspection and testing during construction.

Attachments

- 1) Resolution
- 2) Bid Summary

RESOLUTION NO. ___-15

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
APPROVING AN AGREEMENT WITH KNIFE RIVER CONSTRUCTION FOR
THE CONSTRUCTION OF MAIN STREET REHABILITATION AND
RESURFACING PROJECT (BRIDGEHEAD ROAD TO BIG BREAK ROAD) –
CIP 164**

WHEREAS, NCE Inc., prepared the plans, specifications, and estimates for the construction of the Main Street Rehabilitation and Resurfacing Project (Bridgehead Road to Big Break Road) which includes base failure repairs, grinding and overlay, striping, a landscaped median island, and other related work; and

WHEREAS, the plans, specifications and special provisions were publicly advertised for bidding, with the bid period closing at 2:00 P.M. on Thursday, March 5, 2015; and

WHEREAS, six (6) bids were received prior to the close of the bidding process; and

WHEREAS, Knife River Construction submitted the lowest responsible bid for a total cost of \$1,806,210.00 for the work; and

WHEREAS, the FY 14/15 budget included \$1,600,000 for the project in General Capital, Traffic Impact Fee (TIF), and Measure J Funds; and

WHEREAS, approval of this item will authorize the transfer of \$550,000 from CIP 151, the City's general street resurfacing and repair project, to the budget for construction of CIP 164 - Main Street Rehabilitation and Resurfacing project, resulting in a total project budget of \$2,150,000; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley:

- 1) Approves the Agreement with Knife River Construction for the construction of the Main Street Rehabilitation and Resurfacing Project (Bridgehead Road to Big Break Road) for an amount not to exceed \$1,806,210, and authorizes the City Manager to execute the Agreement; and
- 2) Authorizes the transfer of \$550,000 in appropriations in the General Capital Projects Fund from CIP 151 to CIP 164 to fully fund the project.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 24th of March, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

Doug Hardcastle, Mayor

ATTEST:

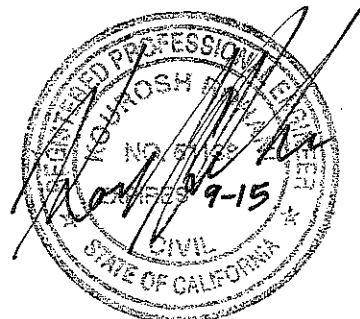
Libby Vreonis, City Clerk

Date

City of Oakley Public Works Department
 Main Street Resurfacing Bridgehead to Big Break , CIP # 164
 Certified Bid Tabulation Bid opening: March 5, 2015 at 2:00 P.M. at Civic Center

Item No.	Description	Quantity	Unit	Engineers Estimate		Knife Rive Construction 655 W. Clay St. Stockton, Ca. 95206		Top Grade Construction 50 Contractors St. Livermore, Ca. 94551		J. A. Gonsalves & Son Construction P.O. Box 6553 Napa, Ca. 94581		Granite Rock Company 120 Granite Rock Way San Jose, Ca. 95136		Ghiloti Bros., Inc. 525 Jacoby Street San Rafael, Ca. 94901		A. Teichert & Son Inc. 265 Val Dervin Parkway Stockton, Ca. 95206	
				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	Water Pollution Control	1	LS	12,300.00	12,300.00	11,400.00	11,400.00	6,000.00	6,000.00	21,000.00	21,000.00	20,000.00	20,000.00	30,000.00	30,000.00	5,000.00	5,000.00
2	Traffic Control System	1	ls	28,350.00	28,350.00	223,775.00	223,775.00	267,510.00	267,510.00	421,795.34	421,795.34	131,200.00	131,200.00	205,000.00	205,000.00	564,000.50	564,000.50
3	Remove Thermoplastic Markings	1	LS	35,000.00	35,000.00	11,600.00	11,600.00	24,000.00	24,000.00	50.00	50.00	25,000.00	25,000.00	15,000.00	15,000.00	35,000.00	35,000.00
4	Replace & Adjust Survey Monument	3	EA	600.00	1,800.00	925.00	2,775.00	670.00	2,010.00	500.00	1,500.00	950.00	2,850.00	600.00	1,800.00	1,500.00	4,500.00
5	Replace & Adjust Valve Box	12	EA	500.00	6,000.00	950.00	11,400.00	670.00	8,040.00	500.00	6,000.00	950.00	11,400.00	600.00	7,200.00	625.00	7,500.00
6	Adjust MH Rim to Grade	6	EA	700.00	4,200.00	925.00	5,550.00	785.00	4,710.00	800.00	3,600.00	1,200.00	700.00	4,200.00	725.00	4,350.00	
7	Replace & Adjust Traffic Boxes	10	EA	400.00	4,000.00	385.00	3,850.00	600.00	6,000.00	100.00	1,000.00	950.00	9,500.00	500.00	5,000.00	500.00	5,000.00
8	Remove & Replace Traffic Loops	64	EA	500.00	32,000.00	400.00	25,600.00	390.00	19,200.00	380.00	24,320.00	1,000.00	64,000.00	375.00	24,000.00	400.00	25,600.00
9	Asphalt Concrete Base Repair	27,125	SF	8.00	217,000.00	6.00	162,750.00	6.00	162,750.00	4.00	108,500.00	6.50	176,312.50	8.00	217,000.00	7.00	189,875.00
10	PCC Median Curb	1,693	LF	25.00	42,325.00	37.00	62,641.00	28.00	47,404.00	38.00	60,948.00	25.00	42,325.00	31.00	52,483.00	38.00	64,334.00
11	PCC Sidewalk	40	SF	25.00	1,000.00	25.75	1,030.00	20.00	800.00	40.00	1,600.00	35.00	1,400.00	64.00	2,560.00	45.00	1,800.00
12	Remove & Replace PCC Driveway	300	SF	25.00	7,500.00	31.00	9,300.00	21.00	6,300.00	24.00	7,200.00	35.00	10,500.00	55.00	16,500.00	22.00	6,600.00
13	Remove & Replace PCC Curb Ramp	390	SF	25.00	9,750.00	21.50	8,365.00	21.00	8,190.00	28.00	10,820.00	35.00	13,650.00	55.00	21,450.00	25.00	9,750.00
14	Remove & Replace PCC Island Pcdw	129	SF	30.00	3,870.00	75.00	9,675.00	25.00	3,225.00	69.00	8,801.00	65.00	8,385.00	90.00	11,610.00	73.00	9,417.00
15	Remove & Replace AC Dike	2,507	LF	12.00	30,084.00	6.50	16,295.50	9.00	22,563.00	8.00	20,056.00	6.25	15,662.75	7.00	17,549.00		
16	Sawcut & Remove AC Pymt & Base	846	CY	35.00	29,610.00	36.00	30,456.00	10.00	8,460.00	3.00	2,538.00	77.00	65,142.00	55.00	46,530.00	44.00	37,224.00
17	Over-Excavation (Recoverable Item)	167	CY	70.00	11,690.00	36.00	6,012.00	30.00	5,010.00	17.00	2,839.00	60.00	4,200.00	160.00	11,200.00	70.00	4,900.00
18	Shoulder Backing Safety Edge	3,885	LF	7.00	27,195.00	2.50	9,712.50	2.00	7,770.00	2.00	7,770.00	3.00	11,655.00	3.00	11,655.00	3.00	11,655.00
19	Cold In Place Recycling	49,089	SY	11.00	539,979.00	8.25	404,984.25	10.00	490,890.00	8.15	400,075.35	11.00	539,979.00	9.40	461,436.80	8.50	417,256.50
20	Wedge Grind & Conform Grind	4,125	LF	3.93	16,211.25	2.25	9,281.25	2.60	10,725.00	1.00	4,125.00	3.00	12,375.00	2.50	10,312.50	1.00	4,125.00
21	Rubberized Hot Mix Asphalt (RHMA)	5,994	TON	105.00	629,370.00	80.75	484,015.50	90.00	538,480.00	109.00	647,352.00	90.00	539,460.00	125.00	748,250.00	95.00	569,430.00
22	Thermoplastic Traffic Striping & Markers	1	LS	44,100.00	44,100.00	28,010.00	28,010.00	25,000.00	25,000.00	31,000.00	31,000.00	30,000.00	30,000.00	27,000.00	27,000.00	40,000.00	40,000.00
23	Storm Drain Inlet Adjustment	1	LS	30,000.00	30,000.00	27,000.00	27,000.00	30,000.00	30,000.00	4,200.00	4,200.00	50,000.00	50,000.00	21,000.00	21,000.00	40,000.00	40,000.00
24	Stamped Concrete	1,436	SF	15.00	21,540.00	17.00	24,412.00	18.00	25,848.00	25.00	35,900.00	30.00	43,080.00	28.00	40,208.00	32.00	45,952.00
25	Planting	1	LS	130,275.00	130,275.00	70,000.00	70,000.00	85,000.00	85,000.00	31,000.00	31,000.00	41,000.00	41,000.00	200,000.00	200,000.00	80,000.00	80,000.00
26	Irrigation	1	LS	70,476.00	70,476.00	146,300.00	146,300.00	100,000.00	100,000.00	94,000.00	94,000.00	183,000.00	183,000.00	71,000.00	71,000.00	140,000.00	140,000.00
TOTAL					1,985,625.25		1,806,210.00		1,896,865.00		1,960,696.69		2,062,809.50		2,297,927.85		2,347,608.00

This certifies that all bids were received and opened on March 5, 2015, and that this is a copy of the bid tabulation with bids corrected for errors in addition & multiplication. By:





STAFF REPORT

Date: March 24, 2015
To: Bryan H. Montgomery, City Manager
From: Paul Abelson, Finance Director
SUBJECT: Adopt a Resolution Authorizing the Assignment and Subordination of a Housing Successor Affordable Housing Project Loan

Approved and Forwarded to the City Council:


Bryan Montgomery, City Manager

Background and Analysis

The Golden Oak Manor senior apartment complex was built as an affordable housing project in 1996 and is now in need of some significant maintenance and upgrades to meet accessibility requirements and to continue to ensure a safe and attractive environment for its residents. When it was originally constructed, the Contra Costa Redevelopment Agency made a loan to the owner/sponsor to finance predevelopment costs in the amount of \$93,000 and construction costs in the amount of \$687,000 (\$780,000 total). The Oakley Redevelopment Agency became owner of the note as successor to the County when it was formed and took over the responsibilities for the Oakley Redevelopment Project Area. Following dissolution of the Oakley Redevelopment Agency, the City became the Housing Successor, and now owns the note. The note accrues interest at 3% and is due in 2054, with all payments deferred until that time. From a security standpoint, the City's loan currently shares first position with a Contra Costa County loan that totaled \$680,000 at origination.

To fund the contemplated improvements, EAH Inc., the controlling entity of the current owner of the project, hopes to refinance the debt on the property, and is asking the City to make some modifications to the existing loan to facilitate the refinancing. The refinancing is expected to be accomplished through a re-syndication of the property to a new EAH Inc.-controlled entity, and the sale of new tax-exempt bonds to a bondholder. Thus, in order keep the refunding costs as low as possible, EAH's proposal is for both the City and County to authorize the assignment of their notes, in their existing form, to the new re-syndicated entity, and subordinate them to the debt from the sale of the bonds. The effects are twofold:

First, the assignment assures that the new entity would continue to bear the obligation of paying the existing notes according to their existing terms. For the City, that means payment in 2054, and interest continuing to accrue at 3%.

Second, the subordination places a new first loan above the City and County loans in priority. By agreeing to allow this new loan to have first position, the project owner should be able to secure much less expensive financing. In addition, this loan will be paid by the time the City's loan becomes due.

The property provides 50 one-bedroom affordable units for seniors and a community room in five interconnected buildings on 1.91 acres. Of chief importance to the City is that approval of the request will extend the existing deed restriction, requiring the property to be used for affordable housing units until 2070 (it is currently restricted until 2051); and the improvements will serve to modernize, improve and maintain the project, enhancing both its appearance and utility to the community, and extending its useful life.

Relative to security, the portion of the financing that would result in the new first loan is currently expected to be approximately \$1.9 million, and the City and County loans are currently valued, including accrued interest, at approximately \$2.3 million. By comparison, the current appraised value of the property is \$4.65 million, and the investment in improvements is expected to be approximately \$2.2 million. Viewed simply, that would mean after the refinancing and construction are completed, the project would have a value of approximately \$6.85 million, and debts equal to or senior to the City's note totaling \$4.2 million. Of course, because of the deed restrictions, the securitized value of the project won't necessarily increase by \$2.2 million; however, considering the long term nature of affordable housing investments and the value the community receives from a well maintained project, the benefits of the proposal are significant – and the financial risk to the City, regarding the repayment of the loan in 2054, is small.

The County is taking the lead with EAH Inc. on the bond issuance and tax credit portion of the transaction, so the City is being asked to demonstrate its support with the following specific actions:

Specific Actions Requested

1. Acknowledgement and Support of a Tax Exempt Bond issuance by the County of Contra Costa.
 - a. While approval by the City Council is not necessary for the County to complete its bond issuance, the County would appreciate an acknowledgement of that offering.
2. Assignment of existing City Debt to the new owner, Golden Oak Manor II, LP (or a variation thereof).
 - a. Golden Oak Manor II, LP will be acquiring the Golden Oak Manor property from the current owner, Golden Oak Manor, L.P., around September, 2015. The acquiring entity will be controlled by EAH Inc.
 - b. This Assignment confirms that the City debt maintains its connection with the actual property, and that the City deed of trust encumbers the new owner, Golden Oak Manor II, LP.
 - c. As of 9/1/15, unpaid principal will be \$ 780,000 and accrued interest will be \$468,698. All of the principal and accrued interest as of the date of close would be assumed by the new owner, and the terms of the note will remain the same, with interest accruing at 3% and payment of outstanding principal and interest in 2054, as described in the current note.

3. Subordination of existing City Debt to a new senior loan.
 - a. This is the same as the current structure, except a new senior mortgage will be in place (as discussed above).

Fiscal Impact

The effect of the refinancing is to leave the City in essentially the same position it is today. The interest rate, loan structure, and term of the loan are exactly the same. The likelihood of the City being repaid (the security) is improved because the project will receive a significant investment to correct deficiencies and make improvements.

Recommendation

Adopt the attached resolution which authorizes the City Manager to execute the documents necessary to facilitate the transaction as described, the most critical of which are to assign the existing City Debt to the new owner, most likely named Golden Oak Manor II, LP, and subordinate the existing City Debt to a new senior loan.

Attachments

1. Resolution
2. Proposed Project Timeline
3. Scope of Work

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY AUTHORIZING THE CITY MANAGER TO EXECUTE A LOAN ASSIGNMENT, SUBORDINATION AND OTHER DOCUMENTS NECESSARY TO FACILITATE THE REFINANCING OF GOLDEN OAK MANOR

WHEREAS, the City holds a note on the affordable housing project known as Golden Oak Manor, in the City of Oakley; and

WHEREAS, EAH Inc., the controlling entity of the current Owners of the Golden Oak Project, wish to rehabilitate, modernize and improve the facilities and finance this project through a refinancing of the property, and a re-syndication of the property to a new EAH Inc. controlled entity; and

WHEREAS, EAH Inc. request the City agree to assist in facilitating the refinancing transaction by assigning the City's existing note to the new entity, and agreeing to subordinate the existing note to a new first loan on the property in the amount of approximately \$1.9 million; and

WHEREAS, in exchange for participating in the transaction in this way, the affordable housing deed restriction on the property will be extended from 2051 to 2070, and the property will receive a substantial improvement that will benefit not only its residents, but the surrounding community, as well; and

WHEREAS, Contra Costa County will be taking the lead role in facilitating a tax-exempt bond financing to support the Owners' efforts, and seeks confirmation from the City that it supports the proposed transaction.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley authorizes the City Manager to execute the documents necessary to facilitate this transaction, as proposed. The City Council also acknowledges Contra Costa County's efforts in facilitating a tax-exempt bond issue to support the refinancing transaction, and expresses its support for the issuance of the bonds.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Oakley held on the 24th day of March 2015 and adopted by the following vote:

AYES:
NOES:
ABSTENTION:
ABSENT:

APPROVED: _____
Doug Hardcastle, MAYOR

ATTEST:

Libby Vreonis, CITY CLERK

Proposed Transaction Timeline

- March 24, 2015 City of Oakley City Council Meeting approving the assignment & subordination of the City Note. (City Action)
- May 15, 2015 Submit Application for Tax Credits and an Allocation of Tax Exempt Bond authorization. (Owner and County Action)
- July 15, 2015 Allocation of Tax Credit Award and Tax Exempt Bond authorization. (Owner and County Action)
- October 7, 2015 Closing of the Refinancing and Construction Funding of Golden Oak Manor. (Owner, City and County Action).
- October 14, 2015 Commence Rehabilitation. (Owner Action)
- July 1, 2016 Completion of Rehabilitation (9 months of construction)

Proposed Scope of Work

While it is still preliminary and EAH has yet to get pricing from a general contractor, they currently anticipate the following improvements in the rehabilitation budget:

1. Site Improvements

Site improvements will focus on repairing the parking lot, adding more security lighting and adding timers for the project's exterior lighting overall, landscaping maintenance, and repairs to the projects irrigation systems, vehicle gates and fencing and drainage systems.

2. Structure Frames & Envelopes

Improvements to all the project's structures include new roofing, repairs for dry rot where there have been water intrusions, repairs to balcony framing, and repainting of the buildings, wood trellises, carports and other exposed wood throughout.

3. Common Areas

Common area improvements include repairing the flooring and remodeling to improve the layout in the community room, laundry room and management office.

4. Mechanical/Electrical/Plumbing

Major mechanical, electrical and plumbing replacements are planned throughout the project, including upgrading lighting in all the units to LED, replacing all PTAC units (heating and cooling) with higher efficiency models, replacing bathroom fans and toilets in all the units, and replacing all the hot water boilers with higher efficiency models and adding solar thermal to improve efficiency further. Plans also include repairing the fire alarm system and upgrading the electrical.

5. Unit Interiors

Interior improvements, as needed throughout the project, include replacing kitchens and baths, flooring and carpeting, repainting and replacement of window blinds.

6. Accessibility/ADA Compliance

Upgrades include bringing public walkways into compliance with current accessibility requirements, and in accessible units, to meet the latest building code requirements.



Agenda Date: 03/24/2015

Agenda Item: 3.8

STAFF REPORT

Date: Tuesday, March 24, 2015
To: Bryan H. Montgomery, City Manager
From: Kevin Rohani, City Engineer

Approved and Forwarded to City Council:


Bryan H. Montgomery, City Manager

SUBJECT: Establishment of the Rate per Equivalent Runoff Unit for FY 2015/16 and Requesting the Contra Costa County Flood Control and Water Conservation District to Adopt an Annual Parcel Assessment for Drainage Maintenance and the National Pollutant Discharge Elimination System Program

Background and Analysis

The City of Oakley joined the Contra Costa Clean Water Program in March of 2000 to implement its National Pollutant Discharge Elimination System Program as required by the Federal Water Pollution Control Act. To fund the City's participation in the program, the Contra Costa County Flood Control and Water Conservation District was authorized by Assembly Bill 2768 to impose an annual assessment on behalf of member cities. The annual assessment is based on an Equivalent Runoff Unit (ERU) which is defined as the service charge rating assigned to each parcel based on its land use.

Prior to incorporation, the County collected \$16.20 per ERU in the Oakley area. The estimated level of effort and corresponding budget for Oakley's first two years as a member of the Clean Water Program required that the rate per ERU be increased to \$20.65, or a 27.5% increase from the pre-incorporation rate. That rate allowed the City to achieve the minimum requirements of the 5-Year National Pollutant Discharge Elimination System (NPDES) Permit that was in effect at that time. In 2003/04, anticipating a change in the permit requirements and an increased level of effort, the rate was raised to \$25.00 per ERU.

In early 2004, the Countywide permits were amended to include new development and re-development requirements that were very stringent and time intensive. Since that time, the required monitoring, reporting, and administration efforts have become more burdensome and the permit fees charged by the Regional Water Quality Control Board have increased. The most recent permit, referred to as the Municipal Regional Permit or MRP is even more restrictive. To cover these costs, the rate was raised to \$28.00 per ERU in 2004/05; and to the maximum rate of \$30.00 in 2005/06. When the Stormwater Utility Areas were established by the legislation, maximum rates were established for each participating agency. Oakley's maximum rate is

\$30.00 per ERU and can only be increased by a vote pursuant to Proposition 218. This results in a total budget estimate for FY 2015/16 of approximately \$487,000.

In FY 2004/05, the City added a part-time Stormwater Coordinator to manage the program. In 2011, the duties of the Stormwater Coordinator were shifted to the incumbent Senior Engineer who still handles them with assistance from a consultant. This is proposed to remain mostly unchanged for 2015.

The core activities of the program include drainage facility maintenance, street sweeping, and monitoring and reporting on the stormwater components of the City's new development, industrial and commercial inspection, municipal maintenance, public education, and illicit discharge activities. The City is also continuing to implement the new permit provisions by tracking and monitoring all stormwater control features associated with new development (such as the Cypress Grove pond and the bio-swales in the Diamond Hills Sports Club and Spa parking lot) and conducting public outreach activities that complement the countywide effort through presentations to the local schools and other mediums such as the Oakleaf. The City pays nearly \$70,000 to the Countywide program annually for their activities, which include extensive public education, coordination of the annual report, representation to the regional boards and other stakeholder groups, negotiation of permit requirements, and other administrative activities. Oakley's Stormwater Coordinator sits on the management committee that establishes the Countywide program budget, and a concerted effort has been made to keep the costs to a minimum. Staff has prepared a draft line item budget for the City's cleanwater activities that is attached to this report for reference and will be included in the annual City FY 2015/16 budget process. The budget may be modified as part of the Citywide budget hearings and approval, but provides a logical nexus and justification for the proposed rate.

The agreement between the City and the Contra Costa County Flood Control and Water Conservation District (District) requires that the City determine the rate per ERU annually prior to May 1st. The District has requested that the City submit certified resolutions in early April so that they can schedule the item for a specific Contra Costa County Board of Supervisors hearing.

Fiscal Impact

Adoption of the resolution will authorize the Contra Costa County Flood Control and Water Conservation District to collect approximately \$487,000.00 from the property tax rolls on Oakley's behalf to fund program costs. Funds are disbursed from the District to the City as outlined in the Program agreement.

Recommendation

Staff recommends that the City Council adopt the Resolution Establishing the Rate per Equivalent Runoff Unit for FY 2015/16 and Requesting the Contra Costa County Flood Control and Water Conservation District to Adopt an Annual Parcel Assessment for Drainage Maintenance and the NPDES Program.

Attachments

- 1) Draft FY 2015/16 Budget
- 2) Resolution for ERU Establishment

Oakley Clean Water Program Budget
Fiscal Year 2015/16

Task Number	Task Title	FY 15/16 Proposed	Description/Comments
1	New Development and Construction Controls	\$ 1,500.00	Funds costs related to new development and construction activities
2	Public Education and Outreach	\$ 1,500.00	Funds costs related to public education and outreach activities; includes newsletter publication
3	Municipal Maintenance	\$ 5,000.00	Funds costs related to municipal maintenance activities
4	Industrial and Commercial Inspections	\$ 6,000.00	Funds costs related to the inspection of industrial and commercial businesses for water quality compliance
5	Illicit Discharge Control	\$ 4,000.00	Funds costs related to identification and clean-up of illicit discharges
6	Monitoring	\$ 2,500.00	No special water quality monitoring activities have been identified at this time for this year.
7	Special Studies	\$ 2,500.00	No special studies other than those related to the anticipated new permit have been identified at this time for this year.
8	Watershed Management	\$ 5,000.00	Anticipates a contribution to the watershed organization
9	Permit Fees	\$ 15,000.00	Annual RWQCB permit fees
11	Agency Administration	\$ 3,000.00	Costs for attending mandatory meetings and workshops and program related conferences and training.
12	Group Costs	\$ 75,000.00	Oakley share of the overall CCWP costs including assessment levying
13	New Permit Implementation	\$ 7,500.00	Special studies and consultant assistance related to new permit requirements
14	Street Sweeping	\$ 150,000.00	Annual street sweeping contract
15	Drainage Maintenance	\$ 71,000.00	Funds eligible drainage maintenance activities such as catch basin cleaning
16	Total Staff Costs	\$ 75,000.00	Staffing costs necessary to implement the goals of the stormwater management plan.
17	Overhead	\$ 72,500.00	Offsets overhead costs to the PW&E Division
Total Project Costs		\$ 487,000.00	
Estimated FY 2015/2016 ERU's		16,233.00	
Proposed FY 2015/2016 Fee Rate		\$ 30.00	

RESOLUTION NO. __-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY ESTABLISHING THE RATE PER EQUIVALENT RUNOFF UNIT FOR FY 2015/16 AND REQUESTING THE CONTRA COSTA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT TO ADOPT AN ANNUAL PARCEL ASSESSMENT FOR DRAINAGE MAINTENANCE AND THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PROGRAM

WHEREAS, under Federal Water Pollution Control Act, prescribed discharges of stormwater require a permit from the appropriate California regional water quality board under the National Pollutant Discharge Elimination System (NPDES) program; and

WHEREAS, the City of Oakley (City) did apply for, and did receive, an NPDES permit which requires the implementation of selected Best Management Practices to minimize or eliminate pollutants from entering storm waters; and

WHEREAS, it is the intent of the City to utilize funds received from its Stormwater Utility Area (SUA) for implementation of the NPDES program and drainage maintenance activities; and

WHEREAS, at the request of the City, the Contra Costa County Flood Control & Water Conservation District (DISTRICT) has completed the process for formation of a SUA, including the adoption of the Stormwater Utility Assessment Drainage Ordinance No. 93-47; and

WHEREAS, The SUA and Program Group Costs Payment agreement between City and DISTRICT requires that the City annually, by May 1st, determine the rate to be assessed to a single Equivalent Runoff Unit (ERU) for the forthcoming fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Oakley does determine that the rate to be assigned to a single ERU for FY 2015/16 shall be set at \$30.00.

BE IT FURTHER RESOLVED that the City Council does hereby request the DISTRICT to adopt SUA levies based on said amount.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 24th of March, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

Doug Hardcastle, Mayor

ATTEST:

Libby Vreonis, City Clerk

Date



STAFF REPORT

Date: February 25, 2015
To: Mayor and Members of City Council
From: William R. Galstan, Special Counsel *William R. Galstan*
Cc: Bryan Montgomery, City Manager; Derek Cole, City Attorney; Dan Gomez, Chief of Police; Joshua McMurray, Planning Manager
Subject: Extension of moratorium regarding new massage businesses

FOR CONSIDERATION AT THE CITY COUNCIL MEETING ON MARCH 24, 2015

Background and Analysis

On February 24, 2015 the City Council adopted an urgency ordinance imposing a temporary moratorium on the establishment of any new massage businesses in the City of Oakley. Pursuant to state law, that initial ordinance was valid for a period of 45 days. The City may, after a noticed public hearing, extend that ordinance for an additional ten months. That is the purpose of this evening's agenda item.

Many massage establishments are legitimate businesses that offer clients benefits to their health. Unfortunately, many massage operations in the Bay Area condone or encourage illicit activities, creating blight in the neighborhoods where they are located.

As we reported last month, a new state law, AB 1147, allows cities to once again have zoning regulation power over massage businesses. We think it prudent to undertake a study to determine what, if any, new regulations we may want to consider from a zoning perspective. Typical regulations would include limited zoning districts in which the businesses can be located, requirement for a conditional use permit, restriction of hours of operation, minimum distance from other sensitive uses, possible sign and parking regulations, etc.

Any massage businesses currently operating within Oakley are unaffected by this procedure.

Staff would like to receive the information to be provided on this subject at the upcoming statewide city attorney conference in May, as well as determine what actions our neighboring cities plan to take. If we were to have less restrictive regulations than our nearby cities, that could encourage more massage businesses to consider locating in Oakley.



Fiscal Impact

None anticipated.

Recommendation and Alternatives

1. Conduct the public hearing and receive any public comments;
2. Deliberate among Councilmembers;
3. Adopt the urgency ordinance extending the initial urgency ordinance (4/5ths vote required).

As an alternative, Council could direct staff to conduct the study without extending the moratorium. The disadvantage to this alternative is that new massage businesses could start operations in a way that could be inconsistent with the proposed new rules.

Attachment

Urgency ordinance extending the effectiveness of the massage business moratorium.

ORDINANCE NO. _____
AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY
EXTENDING THE EFFECTIVENESS OF ORDINANCE NO. 04-15,
PROHIBITING THE ISSUANCE OF PERMITS, LICENSES OR APPROVALS FOR
CONSTRUCTION, ESTABLISHMENT OR OPERATION OF MASSAGE PARLORS
ON AN INTERIM BASIS

The City Council of the City of Oakley does ordain as follows:

SECTION 1. Interim Urgency Zoning Ordinance. This ordinance is adopted pursuant to the authority of Section 65858 of the California Government Code and other applicable law.

SECTION 2. Findings. The Oakley City Council hereby finds, determines, and declares as follows:

- A. On February 24, 2015 the City Council adopted Ordinance No.04-15, an urgency ordinance prohibiting issuance of permits or other approvals for massage businesses on an interim basis and directing staff to study possible areas of regulation in light of new State law on the subject.
- B. Ordinance No.04-15 was valid for only a period of 45 days after its adoption, pursuant to Government Code Sec. 65858, pending the scheduling of a noticed public hearing before the City Council.
- C. A noticed public hearing was held and conducted on the date of this Ordinance's adoption, and all interested persons were allowed to speak or submit written comments to the City Council regarding this matter.
- D. Because the study of possible new regulations and zoning ordinance proposals has not been completed, the City Council finds it desirable, and necessary to protect the public health, safety and welfare, to extend the effectiveness of Ordinance No.04-15.
- E. All of the findings made in Ordinance No.04-15 are hereby found to continue to be valid and to apply to consideration and adoption of this Ordinance.

SECTION 3. Imposition of Moratorium.

1. Ordinance No.04-15 is hereby extended and shall continue to be in force and effect for a period of ten (10) months and fifteen (15) days from the date of the adoption of this Ordinance, unless it is earlier repealed or unless it is further extended by procedures specified in Government Code Sec. 65858.

SECTION 4. Effective Date.

This ordinance is hereby declared to be an urgency measure and shall become effective immediately upon its adoption by an affirmative vote of at least four-fifths (4/5) of the members

of the City Council. The City Clerk is directed to publish a copy of this Ordinance in accordance with state law.

SECTION 5. California Environmental Quality Act (CEQA) Finding.

This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), Review for Exemption, because it can be seen with certainty that the project will not have a significant effect on the environment; therefore the project is not subject to CEQA.

SECTION 6. Severability.

In the event any section or portion of this ordinance shall be determined to be invalid or unconstitutional, such section or portions shall be deemed severable and all other sections or portions hereof shall remain in full force and effect.

The foregoing ordinance was adopted with the reading waived at a regular meeting of the Oakley City Council on _____, 2015 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

Doug Hardcastle, Mayor

ATTEST:


Libby Vreonis, City Clerk

Date



Agenda Date: 03/24/2015
Agenda Item: 5.1

MEMORANDUM

Date: March 24, 2015
To: City Council
From: Bryan Montgomery, City Manager 
Subject: **Resolution Supporting the proposed "East County Emergency Fire and Prevention Assessment" for the East Contra Costa Fire Protection District, and Authorizing the City Manager to Vote in Favor of the Assessment for any City Properties subject to the Assessment.**

Summary and Background

The Board of Directors of the East Contra Costa County Fire Protection District (ECCFPD), has approved submitting to the voters a fire suppression assessment within the District's boundaries which include all of the City of Oakley. The Assessment will generate revenue to allow ECCFPD to operate five fire stations within the District with 48 operational personnel and two administrative personnel, and fund CalFire staff at the Sunshine Station beyond the state-supported fire season.

If approved, the resulting revenues from the Assessment District would greatly assist the financially struggling ECCFPD. Attached is the preliminary engineer's report for the formation of this Assessment District. Here is a link to the Engineer's Report that details the proposal:

<http://www.eccfpd.org/assets/documents/ECCFPDEngReport3-2-15Approved.pdf>

Fiscal Impact

This resolution would authorize the City Manager to vote in favor of the Assessment District for City properties that might be subject to the Assessment. The amount is estimated to total approximately \$9,000 for the City properties, if the Assessment District is approved by the voters.

Recommendation

Adopt the Resolution supporting the formation of the Fire Suppression Assessment District and authorizing the City Manager to vote in favor of the Assessment for any affected City properties.

Attachments

1. Resolution of Support

RESOLUTION NO. _____

RESOLUTION SUPPORTING THE PROPOSED "EAST COUNTY EMERGENCY FIRE AND PREVENTION ASSESSMENT" FOR THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT, AND AUTHORIZING THE CITY MANAGER TO VOTE IN FAVOR OF THE FIRE SUPPRESSION ASSESSMENT DISTRICT FOR ANY CITY PROPERTIES SUBJECT TO THE ASSESSMENT

WHEREAS, the East Contra Costa Fire Protection District (the "ECCFPD") is responsible for providing fire suppression, fire protection, fire prevention, emergency response and emergency services, basic hazardous materials response, and other services relating to the protection of lives and property; and

WHEREAS, the District was formed in September 2002 by combining the three small fire districts of Bethel Island, East Diablo (included the City of Brentwood), and Oakley; and

WHEREAS, there is a severe lack of financial resources to support the District's important activities; and

WHEREAS, the District Board has voted to proceed with the formation of a fire suppression assessment district pursuant to Government Code sections 50078-50078.20 to provide improved fire suppression services for all the properties within the boundaries of the District which includes the City of Oakley; and

WHEREAS, the Oakley City Council recognizes the need for ECCFPD to be strong and financially viable to help protect the health, safety and welfare of its residents.

NOW THEREFORE BE IT RESOLVED, that the Oakley City Council hereby supports the Fire Suppression Assessment District and urges its residents to vote in favor of the formation of the District. Further, the City Council hereby authorizes its City Manager to vote in favor of the Fire Suppression Assessment District for any City properties subject to the Assessment.

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 14th of March, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

APPROVED:

Doug Hardcastle, Mayor

ATTEST:

Libby Vreonis, City Clerk

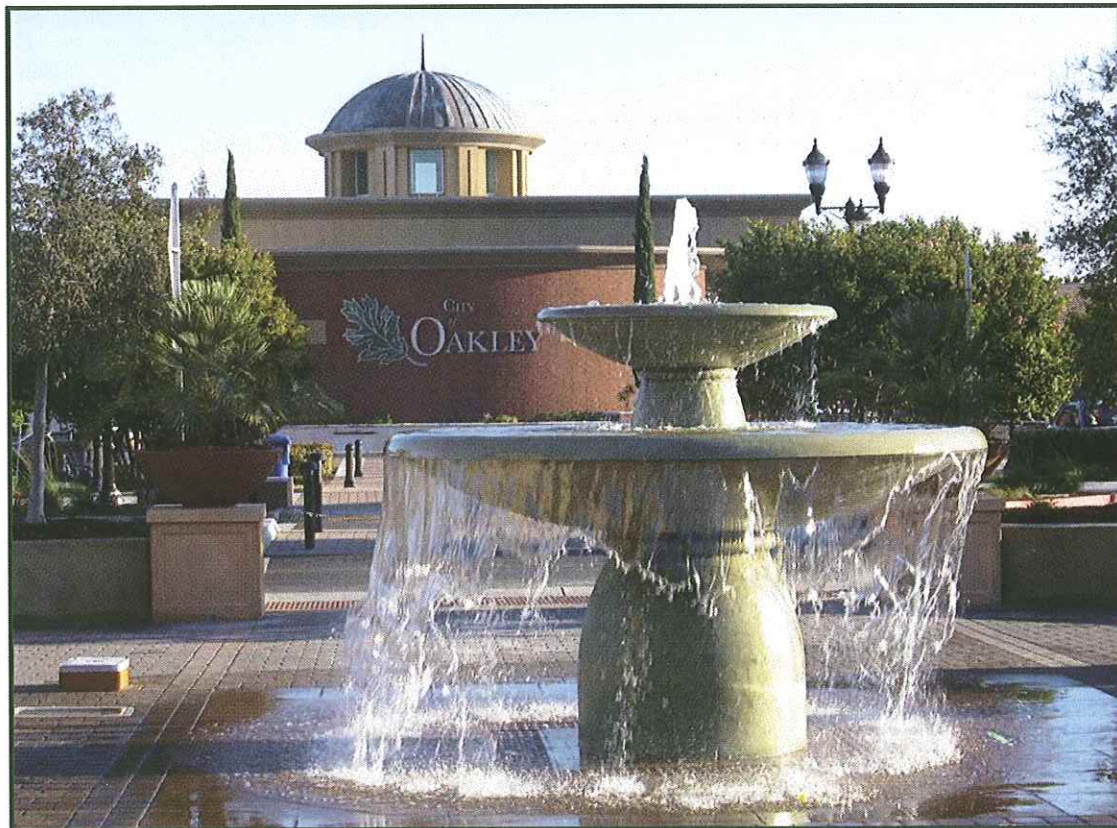
Date



MARCH 2015 UPDATE

STRATEGIC PLAN

2014-16





STRATEGIC PLAN CONCEPT

To ensure the continued success for the City of Oakley, this Strategic Plan serves as an action plan for our future by:

- Describing a **Vision** of what we want Oakley to become
- Establishing a **Mission Statement** that describes our purpose
- Committing to **Values and Ethics** that describe our character
- Outlining of **Strategic Areas of Focus**
- Setting forth specific **Goals and Action Items**

This Plan will provide the principal guidance for the preparation of the City budget, program objectives and performance measures. It also provides direction on how we, as a municipality, allocate resources, establish policy and progressively guide the affairs of the City organization. Practically, the Plan is a tool for the City Council and City Staff to effectively meet the needs of our growing and dynamic community. This Plan is created through the hard work and contributions of the City Council and City Staff and with input from the community. City Staff will provide regular progress updates as the Plan is implemented.

Vision

The City of Oakley will be recognized as a model of civic participation and a vibrant Delta community where families live, work, play, shop and visit.

Mission

The City of Oakley exists to build and enhance a quality community and to serve the public in a friendly, efficient, responsive manner

Ethics

City employees and officials are expected to demonstrate the highest standards of personal integrity, honesty and conduct in all activities in order to inspire public confidence. We must preserve and protect the public trust in all of our activities.

Core Values

✿ Quality Customer Service ✿ Teamwork ✿ Professionalism ✿
✿ Community Input and a Proactive Approach to Solving Community Issues ✿
✿ Honesty and Integrity ✿ A Positive and Encouraging Environment ✿ Fiscal Responsibility ✿



STRATEGIC AREAS OF FOCUS & GOALS

BUSINESS AND JOB GROWTH

We will aggressively work to attract and retain business by encouraging quality, sales tax generating retail development and by facilitating the location of primary job producing industries to Oakley.

PLANNED, QUALITY GROWTH

We will wisely plan and facilitate quality growth throughout the community, focusing on high-quality development and compliance with zoning, building and related codes – all while respecting our rural heritage and preserving our small town feel.

COMMUNITY INFRASTRUCTURE & TRAFFIC SAFETY

We will continue to focus on both the financial and operational aspects of the City's Capital Improvement Program, constructing and maintaining streets, traffic signals, drainage systems, and other related infrastructure to meet the needs of our growing community.

DOWNTOWN & MAIN STREET REVITALIZATION & ENHANCEMENT

We will facilitate the continued development and redevelopment of the Downtown; and beautify and preserve the Main Street commercial corridor.

PUBLIC SAFETY

We will take all possible and prudent steps to provide for continued effective and efficient police service, emergency planning; and coordinate with others that provide fire and emergency medical services.



PARKS, STREETSCAPES AND RECREATIONAL OPPORTUNITIES

We will enrich the lives of Oakley residents by continuing to plan, develop and maintain safe and attractive parks and facilities and offer high quality recreation programs of diverse interests to all age groups, that meet community needs. Staff will endeavor to capitalize on innovation and opportunities for partnerships.

FINANCIAL STABILITY & SUSTAINABILITY

We will endeavor to obtain the revenues necessary to support the municipal services and capital projects that are required to provide a high quality of life, and continuously evaluate our processes to maintain cost effective service sustainability and to conserve City assets.

COMMUNITY OUTREACH, COMMUNICATION AND PARTICIPATION

We will improve our relationships with other community organizations, our public information and customer service efforts, and we will work to increase public input and participation.

POLITICAL LEADERSHIP AND STABILITY

Provide proactive, forward-thinking, civil and long-term focused leadership to guide Oakley forward and become a more effective player in the county, state and federal political environments.

OPERATIONAL EXCELLENCE

Provide responsive and exceptional public service with a lean yet effective staff, limit the use of consultants and always be POLITE, PROFESSIONAL and PROGRESSIVE in our efforts.



STRATEGIC PLAN ACTION ITEMS

KEY:

- Completed
- Ongoing and/or well underway
- Not yet started

Area of Focus #1: BUSINESS AND JOB GROWTH

Goal: *We will aggressively work to attract and retain business by encouraging quality, sales tax generating development and by facilitating the location of primary job producing industries to Oakley.*

Action items:

- 1.a. Complete action items in the Economic Development Work plan (Dwayne Dalman)**

Workplan is being fully implemented.

- 1.b. Continue to work with DuPont Staff and the Planning Division to coordinate the entitlements and CEQA work for DuPont site and facilitate the return of the property as an asset to the community (Dwayne Dalman & Josh McMurray)**

Continuing to monitor progress of site remediation work through interaction with DuPont staff. City involvement in the redevelopment of the site is limited by the amount of information provided by DuPont on the details of the redevelopment process. An on-site meeting is set for next month.

- 1.c. Assist with the disposition of former Redevelopment Agency properties including the former PG&E property & others, to maximize value and encourage beneficial development (Dwayne Dalman)**

Continuing to have discussions with adjacent property owners to determine the level of interest and capability to combine private property with former Redevelopment Agency property. The Successor Agency's Property Management Plan was submitted to the State late last year, but the State still has not completed its review, though that is expected soon.

- 1.d. Facilitate the development of the City-owned property located at Empire Road and Neroly Road (Dwayne Dalman)**

Completed solicitation and acceptance of bid from EastBay Work Wear to purchase of portion of the property. Company anticipates breaking ground on their 6,000sf building by summer, 2015.

- 1.e. Work with the commercial real estate broker community and property owner to facilitate locating a developer for the "River Oaks Crossing" property (Dwayne Dalman)**

Continuing to outreach to property owner to gauge current level of interest in selling/developing property. In addition to owner willingness, site development is dependent on market conditions to dictate development potential.

- 1. f. Expand comprehensive rebranding of Oakley with a "water and wine" theme (Bryan Montgomery)**

This is a combined effort with the economic development marketing activities (see also item 1.j.) and the work being done by the Agriculture Conservation and Viticulture Program (see also Item 2.b), as well as the current updating to the City website (see also item 8.b.).

Discussions are also underway to consider adjustments to the City's logo to potentially include the water and wine theme – carrying forward those elements from the new City pin.

1.g. Work with the commercial real estate broker community and property owner to facilitate the development of Laurel Plaza (Dwayne Dalman)

Discussions with the property owner indicate an unwillingness to move forward until market conditions improve. Will continue to update owner on the progress of residential development in town.

1.h. Hire an Economic Development Manager (Bryan Montgomery)

Hired in 2014.

1.i. Identify business incentives that can be offered to new and existing businesses (Dwayne Dalman)

Completed Downtown Revitalization Loan Program to provide funds to facilitate the rehabilitation of downtown buildings in order to increase the viability of properties for either existing businesses or for the attraction of new businesses. Additional business incentives can be explored based on the availability of program funding.

1.j. Utilize the outcome of a branding strategy to attract new businesses (Dwayne Dalman)

Completed updated City marketing material which emphasizes the positive attributes of the Oakley community. Will research the costs and viability of implementing a full community branding strategy.

1.k. Implement façade and signage improvement program and planning (Dwayne Dalman & Josh McMurray)

Completed Downtown Revitalization Loan Program to provide funds to facilitate the rehabilitation of façades in the downtown corridor. Continuing to outreach to property owners to gauge interest in participating in the program.

1.l. Attract “anchor stores” quality and sustainable new businesses that create “need” to come to Oakley and allow for residents to remain in Oakley to shop (Dwayne Dalman)

Completing outreach to property owners of commercial development opportunity sites. Business attraction efforts will include outreach to potential stores and businesses that will increase local choices for Oakley residents. Attraction efforts primarily dependent on market conditions and influences regarding Oakley as a business location.

1.m. Educate regarding the limitations & factors involved in attracting businesses (Dwayne Dalman)

Completed Economic Development update to Council for first quarter of 2015. Quarterly updates designed to update the Council and the public on challenges and opportunities in Economic Development regarding Oakley as an investment/development location.

1.n. Emphasize “Shop Oakley First” year round (Dwayne Dalman)

“Shop Oakley” coupon books have been prepared for most City events. Gathering in the coupons from businesses has been time intensive. Exploring options and the ability to more

separately fund a Shop Oakley First campaign that would be supported by the business community and engage the resident community.

1.o. Focus on attracting schools and vocational programs, including coordination with the Community College District (Dwayne Dalman)

Completing outreach to property owners of commercial development opportunity sites. Business attraction efforts will include outreach all potential commercial users, including schools and vocational programs. Will explore a formalized recruitment effort.

1.p. Provide “courtesy” inspections for potential businesses (Dean Hurney)

Building Department Staff regularly schedules on site “courtesy” meetings with prospective business owners to discuss permit and plan requirements and to determine any accessibility upgrades that might be needed to provide full disabled access. In recent months, staff has worked with the owners of “Bay Area Distillery” at the La Grande Event Center, the tenants for the “Senior Center” at 215 Second St., “Sabrina’s Pizzeria” in the Lucky’s shopping center, and with the owner of the building at 3900 Main St. to discuss his future upgrade plans. In addition, staff met with the owner of “Mr. Pickles” on 3/2/15 regarding his intentions to move into the retail space formerly occupied by “Republic of Cake”. In the near future, staff members from the Building and Economic Development Departments will evaluate the City-controlled Pompei Building, located at 3330 Main St., and make recommendations for upgrades that will make the spaces more attractive to future tenants.

1.q. Ensure marketing materials highlight quality of life issues including Oakley’s small town feel, quality schools, low crime, and our proximity to the Delta. (Dwayne Dalman)

Completed set of marketing materials that showcase Oakley’s strengths and small town feel. Materials included main City marketing piece, demographics and traffic counts.

Area of Focus #2: **PLANNED, QUALITY GROWTH**

Goal: *We will wisely plan and facilitate quality growth throughout the community, focusing on high-quality development and compliance with zoning, building and related codes – all while respecting our rural heritage and preserving our small town feel.*

Action items:

2.a. Process Burroughs entitlements in Dutch Slough Development Area (Ken Strelco)

Development Agreement approved by City Council; however, owner/developer has been non-responsive regarding execution of the DA or moving forward with any entitlements on the Burroughs property. City has taken the stance that even without a subdivision map on the Burroughs Property, the criteria needed in order to receive the “Third Cash Payment” and dedication of 55-acre parkland, as written in the “Memorandum of Understanding between the City of Oakley and the Emerson, Burroughs, and Gilberts Families Regarding the Dutch Slough Restoration Project” has been satisfied.

2.b. Monitor and report semi-annually on the progress of the Dutch Slough Restoration Project (Ken Strelo)

The Final Supplemental EIR, including the Response to Comments and Oakley's letter regarding preservation of the 14-acre old growth vineyard, was released and certified in September 2014. Oakley's efforts to preserve the vineyard proved successful, as the area has been removed from the future tidal marsh boundary. Staff continues to communicate with DWR staff as the restoration project nears kick-off.

2.c. Participate with Iron House Sanitary District for the reuse of Jersey Island (Ken Strelo)

Contact with ISD staff confirms no new plans are in place for the Island at this time. Oakley is on the mailing list for any updates to the "re-use plan."

2.d. Implement new technological trends and advancements related to the functions of the Planning Department (Planning)

Planning Staff has been involved with recommendations for the Planning subpage of the City's website. Staff is exploring options to assist in the electronic dissemination of general plan and zoning information for specific properties (Google Earth Pro).

2.e. Initiate a program to plan for an update of the General Plan (Planning)

The City contracted with Placeworks to conduct a General Plan and Zoning Code Scoping Report. The report found that the City's current General Plan is adequate and only required one State mandated update. These findings were presented to the City Council on February 24th and Staff is currently working on the General Plan update.

2.f. Establish a guide to assist in updates to the Zoning Ordinance (Ken Strelo)

Several zoning ordinance updates and additions have taken place over the recent years, including adding "General Commercial District" and "Design Review", updating fences, yards, accessory structures, and home business permits. Future updates may focus on layout and usefulness, such as a use matrix or more illustrations. Part of the current General Plan Legal Update includes some options for zoning code updates, as well.

2.g. Establish a guide to adopt a Climate Action Plan (Ken Strelo)

No Update due to lack of interest at this time (not approved as part of "one-time expenditures approved by Council). With uptick in development, can check back with Council in Spring 2015.

2.h. Facilitate development of the East Cypress Road and Sellers Avenue corridors (Ken Strelo)

Activity includes: Breaking ground in Phase 1 and start of construction in Neighborhood 1 at Emerson; improvements, models and start of completion of Parklands on Seller; new developer interest on the Gilbert site; new applications for tentative maps on the Dal Porto South and Leshner (expected this FY) properties in the ECCSP, which will complete the maps for all major Planning Areas, and facilitating ideas to satisfy requirements of the Dutch Slough

MOU regarding City acquisition of the 55-acre park and third cash payment equal to \$1,000,000.

2.i. Establish an advisory commission to solicit public input on planning projects (Bryan Montgomery)

Attempts were made to attract residents interested in being part of a virtual review/advisory committee for planning projects. Only one resident formally expressed interest and so the committee was never formed.

2.j. Continue to implement the Housing Element Action Programs (Josh McMurray)

2015-2023 programs to be started in 2015. Several zoning code updates are needed and will be brought before the City Council by January 2016. Started the 2014 HE Annual Progress Report to be under consideration at the 3.24.15 City Council Meeting.

2.k. Continue processing and approve the 2014-2022 Housing Element Update (Josh McMurray)

City Council approved the 2015-2023 Housing Element on January 27th. Assembling a list of tasks to be completed over the 8 year planning period.

2.l. Initiate any rezoning that results from the 2014-2022 Housing Element Update (Josh McMurray)

Compiling list of interested persons to involve in the site selection to exchange the Empire and Carpenter site to an "Equal to" option that needs to be approved by HCD.

2.m. Continue to refine and streamline the development project application process (Planning)

This is an ongoing effort. The Applicant's Guides to procedures have been recently reviewed and several edits/updates are being made. Planning Staff is working in collaboration with Economic Development Staff to ensure the development process is clearly defined for potential projects.

2.n. Continue to refine and enhance the City's AB 939 (Recycling) Programs (Josh McMurray)

Continue the implementation of the City's AB 939 Programs. Continue to proactively work with ODS and the State. Meeting with State and ODS in early April. 2014 Annual Report due on August 1, 2015.

2.o. Work with PGE and EBEW in implementing and promoting their energy saving and greenhouse gas emission reduction incentives and programs (Ken Strello)

City Council adopted resolutions related to the PACE (Property Assessed Clean Energy) programs. Three separate lenders may now work with contractors on providing home and business owners with opportunities to enhance their building with energy reduction improvements, such as solar power, energy efficient appliances, upgraded insulation, etc.

2.p. Complete the Agricultural Conservation and Viticulture Program for Council consideration (Ken Strello)

Upon completion of Phase 1, the Council approved a one-time fund use of \$17,500 for development of Phase 2, focused on acquiring conservation easements within “clusters.” Due to lack of interest by on major land owner within one cluster, Phase 2 is being modified to include one cluster and additional improvements to Walnut Meadows Vineyard. Phase 2 contract expected to be executed in Spring 2015.

2.q. Continue a proactive and progressive Code Enforcement program with performance measures and weekly reports (Troy Edgell)

Proactive actions include the distribution of over 6,000 Educational Door Hangers to households throughout the city and recently implemented Zone Assignments for the Code Enforcement Officers.

Progressive actions include the use of an existing but previously un-tapped IT module that allows Code Enforcement to streamline the documentation and issuance of Code Violations. This IT program also generates weekly performance data that is able to provide users with violation trends and thereby facilitates Code Enforcement efforts in developing/re-fining strategies to improve compliance rates.

2.r. Hire an additional Code Enforcement officer – hours to be set to allow for site inspections on weekends to address garage sales and other issues (Bryan Montgomery)

This additional staff ended up being a Code Enforcement Manager that was hired last year and by adding 10 hours to the schedule of what was a part-time Police Services Assistant position. This additional staffing has already made a very positive impact.

2.s. Inventory the City’s major eyesores and prioritize them for Abatement (Troy Edgell)

With an emphasis on our Main Street Corridor, Code Enforcement mailed and hand-delivered Signage and Landscaping Educational letters to over 190 businesses.

Requesting voluntary compliance, only 31 businesses required formal correction notices. Of these 31, to date 30 businesses have complied.

Our next stage is the aggressive enforcement of non-residential properties containing un-permitted machinery and equipment causing an adverse impact to neighboring properties.

2.t. Proactively implement weed abatement program (Troy Edgell)

Weed abatement requests are completed on a complaint/as-needed basis. Since 1 July 2014 Code Enforcement has issued 128 Correction Notices specifically for Weed Abatement.

2.u. Consider a zoning code amendment to established side yard access to RV/boats (Josh McMurray)

Researched what other City’s have done to approach this subject. Planning on an Ordinance to the City Council in the summer of 2015.

Area of Focus #3: **FINANCIAL STABILITY & SUSTAINABILITY**

Goal: *We will endeavor to obtain the revenues necessary to support the municipal services and capital projects that are required to provide a high quality of life, and continuously evaluate our processes to maintain cost effective service sustainability and to conserve City assets.*

Action items:

- 3.a. Complete all project related obligations pertaining to the winding down of the Redevelopment Agency's affairs, and begin property sales (Paul Abelson)**

All obligations possible have been eliminated. Those that remain and can be eliminated in the near-term will be, following the State's approval of the Property Management Plan (currently under review by the Department of Finance), disposition of the Agency's remaining properties, and refunding of the Agency's 2003 Tax Allocation Bonds currently in process. All performance related obligations are being met.

- 3.b. Aggressively support and monitor legislation and sales tax capture for proposed power plant (Paul Abelson).**

Legislation was approved and signed by the Governor. Monitoring the sales tax capture is on hold pending the project's final approval.

- 3.c. Continue to budget conservatively and manage spending utilizing the 10-year plan forecasting and comply with City budget administration polices (Paul Abelson)**

Done and continuing.

- 3.d. Develop a strategy to resolve funding and capital reserve concerns with various Lighting and Landscaping districts (Leonard Morrow)**

The City continues to implement its plan for all new (development related) parks and streetscape to be maintained by the City to require the developer to form a Landscape and Lighting Maintenance District or Community Facilities District to pay for the on-going maintenance and set aside funds repair/replacement.

Though the City of Oakley desires to maintain a uniform level of maintenance throughout the landscaped areas and parks, by law, the City can only use funds collected from property owners within a benefit zone for the costs associated directly and specifically with that zone. In some zone areas, the assessments are not sufficient to pay for the maintenance costs and are currently "Underfunded."

Unfortunately, the assessment revenues in the "underfunded" benefit zones have not kept pace with expenses, and are insufficient to adequately maintain their neighborhood landscape areas and have no reserve monies. Most of these "underfunded" zones were created by Contra Costa County with no built-in annual inflators, with homeowners still paying the same assessment created 15 to 30 years ago. (Poor foresight by Contra Costa County officials).

In those benefit zones with assessments that are not sufficient to cover the maintenance and replacement costs, the only real alternative to resolving the funding concerns is to attempt to

increase the assessment via a ballot procedure, but it is not felt that during these current economic times, property owners in the underfunded would be supportive of an increase.

3.e. Evaluate all user fees and make adjustments, as appropriate (Paul Abelson)

The bi-annual update is in process and will be presented to the City Council in April 2015 so that updated fees can become effective with the new Fiscal Year.

3.f. Hold annual meeting with area developers to discuss the update and expiration of the Impact Fee Incentive Program (Bryan Montgomery)

This year's meeting will take place prior to June 1st and the City Council will once again consider continuing, modifying or discontinuing the Incentive Program prior to its expiration in late June.

Area of Focus #4: DOWNTOWN & MAIN STREET REVITALIZATION & ENHANCEMENT

Goal: We will facilitate the continued development and redevelopment of the Downtown; and beautify and preserve the Main Street commercial corridor.

Action items:

4.a. Improve and enhance landscaping along Main Street (Leonard Morrow)

Significant work has already been completed in the Downtown corridor. Main Street repaving east of Bridgehead will also include a landscaped median up to Sandy Lane. Other improvements are needed and being contemplated for medians west of Empire.

4.b. Develop Downtown "Miscellaneous" Improvements Plan that could include holiday lighting, decorative lighting, benches, and trash receptacles (Bryan Montgomery)

Additional holiday decorations were included this past year as well as decorative tree lighting in the Downtown core. Additional benches and trash receptacles have been installed. Of course, the Veteran's Memorial has also been a great add of decorative lighting, seating and public art.

4.c. Install City gateway signs and beautify gateways (Bryan Montgomery)

Gateway signs and wayfinding signs have been installed in various medians. An additional sign will be added with the new median going in on Main Street east of Bridgehead. The Hwy 160 sign has been designed and received all required approvals. Funding from the powerplant project was targeted for this project, but now other funds will need to be identified to complete the full project beyond the \$150,000 that was allocated as part of the one-time projects using Fund Balance.

4.d. Use Downtown Specific Plan (DSP) to guide development (Josh McMurray)

The Planning Division's goal is to provide consistent information to existing business owners and potential property owners/developers within the DSP.

- ☑ **4.e. Develop an updated program for improved and consistent façade and building signage improvements for Downtown corridor consistent with DSP (Dwayne Dalman & Josh McMurray)**

Downtown Revitalization Loan Program approved. This in conjunction with the Main Street Visioning Program and the CCTA PDA Planning Grant will assist Staff in the marketing of the downtown and the overall development of the Downtown corridor within the DSP.

- ☑ **4.f. Encourage development of Downtown parking as adopted in DSP (Josh McMurray)**

Continually working with potential project applicants in applying the parking requirements to future projects in the DSP. Potential work session on the applicability of the in-lieu fee parking program mentioned in the DSP.

- ☑ **4.g. Improve pedestrian safety using the Civic Center/Oakley Plaza as a model (Kevin Rohani)**

This concept has been incorporated in the Downtown visioning and concept plans for Main Street improvements from Civic Center/Oakley Plaza eastward.

- ☑ **4.h. Actively engage stakeholders to bring events (i.e. Farmers Market, Heart of Oakley Festival, etc) to the Downtown that 1) bring locals and visitors to Downtown 2) create a synergy amongst the City, merchants, residents and community groups and 3) create and preserve Oakley's small town feel (Dwayne Dalman)**

Working in conjunction with the Recreation Division to identify new events that would be viable for the downtown. In addition, continuing to engage and market Oakley businesses for existing and upcoming events.

- ☑ **4.i. Expand the Heart of Oakley event (Lindsey Bruno)**

The 2014 Heart of Oakley event was expanded with great success to include a microbrew component through a partnership with Friends of Oakley. The event also saw an increase in the number of vendor spaces by approximately 40%. The hope is to continue to expand the 2015 event.

- ☑ **4.j. Evaluate opportunities for a new Library in the Downtown (Bryan Montgomery)**

Conceptual renderings have been prepared and a site identified within the Civic Center Plaza property. The Citizens Leadership Academy did select the Library as its "after class" project and has been meeting to discuss ideas on how to proceed. A new City Council ad hoc subcommittee has also been established with Councilmembers Higgins and Perry as members.

- ☑ **4.k. Explore possible sites for an entertainment/theater venue in the Downtown (Dwayne Dalman)**

Completed map of potential commercial development sites in Oakley and the downtown corridor. Continuing to outreach to brokers and real estate representatives for a variety of commercial uses for these sites as dictated by market demand. Will formalize a recruitment effort to entertainment/theater operators.

Area of Focus #5: **COMMUNITY INFRASTRUCTURE AND TRAFFIC SAFETY**

Goal: *We will continue to focus on both the financial and operational aspects of the City's Capital Improvement Program, constructing and maintaining streets, traffic signals, drainage systems, and other related infrastructure to meet the needs of our growing community.*

Action items:

- 5.a. Continue to work with the Antioch School District & Oakley Police Department to increase the safety of Live Oak Avenue in front of Orchard Park School (Kevin Rohani)**
Staff has applied for and are in process of securing a grant from Metropolitan Transportation Commission to hire consultant to review traffic flows around Orchard Park School. This work is coordinated with Police Department and the School District.
- 5.b. Conduct proactive staff engagement regarding sensitive traffic concerns (Kevin Rohani)**
Staff have been actively engaged with residents on a wide range of traffic related issues and traffic calming projects.
- 5.c. Highlight and publicize varied traffic calming improvements (Jason Kabalin)**
Staff have completed the construction of 3 traffic safety and calming projects and community has been informed of the improvements.
- 5.d. Review the process and make improvements to the Neighborhood Traffic Management Program (Kevin Rohani)**
Staff updated the Neighborhood Traffic Management Program and City Council adopted the new Traffic Management and Calming policy in November 2014.
- 5.e. Improve in-house traffic engineering resources to better serve the community especially around school sites and neighborhoods (Jason Kabalin)**
The effort in increasing the in-house traffic engineering experience and expertise has resulted in better results in addressing community needs and response time.
- 5.f. Explore the implementation of a Residential Neighborhood Permit Parking program (Kevin Rohani/Rob Roberts)**
Staff from Police and Public Works Department are in process of exploring a residential neighborhood permit parking program.
- 5.g. Improve the in-house engineering expertise and skills to better design and construct public infrastructure projects for the community (Kevin Rohani)**
Staff have created new project design and bidding processes that are clear and concise protecting the interests of the City and helping in obtaining competitive bids for projects. These new processes are the standards for the public works department moving forward.

- 5.h. Implement a series of annual capital projects that will have their own funding allocations and would provide a source to supplement maintenance of the new infrastructure constructed in Oakley (Kevin Rohani)**

The CIP program for FY 2014-15 has been restructured to better align needs with resources in a sustainable way. This path will be continued in future years CIP programs.

- 5.i. Implement a CADD & GIS program that can be used across Public Works and Planning departments not only for capital projects, but also for day-to-day operational uses (Jason Kabalin)**

New CADD software program has been purchased and installed on the engineering computers and staff trained in use of the program. The implementation of a GIS program will be deferred for future years when resources become available.

- 5.j. Create a City parcel map and aerial photography map that will be used not only by Public Works staff in design applications, but also by Police department staff and is updated as the City grows and develops into future (Kevin Rohani)**

This project will be evaluated along with other priorities and budgeting allocations for future year CIP's.

- 5.k. Investigate the opportunities to work with neighboring municipalities on bidding Capital projects in coordination to take advantage of economy of scale for every City (Kevin Rohani)**

Public Works staff has held meetings with City of Brentwood and Antioch staff to explore joint projects and opportunities that could benefit each city both short and long term.

- 5.l. Include all CIP items' work within 2-year period (which is design, ROW acquisition, bid, completion) (Kevin Rohani)**

This approach is in progress and being implemented in the CIP program.

- 5.m. Evaluate the placement of more solar-powered speed limit notification signs (Kevin Rohani)**

Staff have evaluated solar powered electronic speed radar signs, selected the best product, and first phase on installation of these radar signs were completed on Brownstone Road.

- 5.n. Install signal at Main & Rose (Kevin Rohani)**

This project will be considered in future year CIP's as resources become available. In addition, staff will explore grant funding opportunities for this project.

- 5.o. Maintain street inventory with annual Pavement Condition Index for all City streets (Jason Kabalin)**

The pavement assessment for City streets has been completed and as of January 2015 and the Pavement Condition Index for City of Oakley streets is 75 which is in the Good range.

- 5.p. Complete design and construction to repair and resurface Main Street from Bridgehead Rd to Big Break Rd, CIP #69 (Jason Kabalin)**

The design of this project has been completed and construction will start in April/May 2015.

5.q. Complete Annual Gap Closure, CIP #13 (Jason Kabalin)

The project design will start in summer 2015 and construction will start in fall 2015. This project will construct curb, gutter, and sidewalks on Main Street south of West Cypress Road.

5.r. Complete Annual Pavement Management, CIP #14 (Kevin Rohani)

The construction of this project was completed in fall 2014.

5.s. Complete frontage improvements on Main St by Raley's Shopping Center, CIP #101 (Jason Kabalin)

The frontage improvements was on Main Street from Lucky's Shopping Center to Teakwood Drive and has been completed.

5.t. Complete annual phases of City-wide Street Sign Replacement, CIP #77 (Jason Kabalin)

The construction of this project was completed in summer 2014.

5.u. Complete Laurel Road Widening to Rose, CIP #124 (Kevin Rohani)

The construction of this project was completed in fall 2014.

5.v. Add landscaped medians on Main going east from Bridgehead/Neroly, CIP #23 (Jason Kabalin)

New landscaped medians will be constructed from Bridgehead Road to Sandy Lane as part of the Main Street resurfacing project. This will be the first phase of construction of landscaped median construction on Main Street. As funding becomes available, additional sections of landscaped medians will be constructed.

Area of Focus #6: PUBLIC SAFETY

Goal: *We will take all possible and prudent steps to provide for continued effective and efficient police service, emergency planning; and coordinate with others that provide fire and emergency medical services.*

Action items:

6.a. Conduct annual training and table-top exercise for Emergency Operations Plan (Dan Gomez)

Complete - Annual training took place during the Great Shake Out earthquake drill in October 2014.

6.b. Explore feasibility of implementing a CERT Program (Dan Gomez)

Complete – Local members of the East Contra Costa County Community Emergency Response Team (CERT) have been organized with a training plan in development.

6.c. Complete re-write/update to Emergency Operations Plan (Dan Gomez)

Pending - Draft of a new plan is in progress.

- ☐ **6.d. Develop long-term police services delivery plan with options and cost estimates (Paul Abelson)**

The initial study has been completed and presented to the City Council and the Public. The City Council has provided direction to Staff to move forward in obtaining service and pricing commitments for key services and finalizing a compensation plan so that a more final budget and savings estimate can be presented and a final decision made whether to bring police staffing and certain other services in-house.

- ☐ **6.e. Evaluate the placement of motion lights and more cameras at City parks (Leonard Morrow/Kevin Rohani, Rob Roberts)**

After extensive evaluation of security camera systems, the installation of digital security camera systems began in fall 2014 and expected to be completed by spring 2015.

- ☑ **6.f. Encourage and educate community regarding Neighborhood Watch (Dan Gomez)**

Complete – New meeting model has been developed to encourage community involvement.

- ☐ **6.g. Conduct more frequent K-9 demonstrations (Dan Gomez)**

On-going - One K-9 has retired, but our remaining K-9 (Oleg) and his handler (Officer Dave Riddle) continue to engage the community and participate in public demonstrations.

- ☑ **6.h. Commence regular statistics driven public education messages (Dan Gomez)**

Complete – Crime alerts and informational public service messages are distributed via print and social media platforms.

- ☑ **6.i. Conduct strategic enforcement of problem areas (Dan Gomez)**

Complete – Analysis of crime and traffic collision information is being used to target specific areas for additional enforcement.

- ☑ **6.j. Install automated external defibrillators (AED) in patrol cars (Dan Gomez)**

Complete – We worked with Contra Costa County Health Services to obtain six automated external defibrillators at no cost and have deployed them in the field (Patrol Cars).

- ☑ **6.k. Increase community outreach/communication via social media (Dan Gomez and Nancy Marquez)**

On-going – A variety of social media platforms are currently in use with an additional option being explored to enhance our ability to send public safety notifications.

**Area of Focus #7: PARKS, STREETScape AND
 RECREATION OPPORTUNITIES**

Goal: We will enrich the lives of Oakley residents by continuing to plan, develop and maintain safe and attractive parks and facilities and offer high quality recreation programs of diverse interests to all age groups, that meet community needs. Staff will endeavor to capitalize on innovation and opportunities for partnerships

Action items:

- 7.a. Conduct Neighborhood Park Improvements to include: playground renovations, irrigation repairs and equipment updates, as outlined in the annual budget (Leonard Morrow)**

On-going. Staff has completed numerous improvements to park facilities where funds are available to support the improvements and will continue to address deferred maintenance and improvement needs of the park system. Some examples include a new skinned ball field at Laurel Ballfields Park, a renovated Dewey Park, Civic Center park improvements (amphitheater, stage, restroom, etc.), Veterans Memorial, bleachers installed at 8 fields, ...just to name a few.

- 7.b. Produce and distribute the Community Recreation Guide twice per year and prepare a monthly eRecreation Newsletter (Lindsey Bruno)**

The Community Recreation Guide continues to be distributed on a semiannual basis. We also provide input into the weekly e-new distributed by the City Manager's office.

- 7.c. Implement the Youth Master Plan in conjunction with the Vesper Society Grant, including Boyz Time, It's A Girl Thing and various Youth Council led events as the funding comes to a close (Lindsey Bruno)**

The OYAC updated their Strategic Plan last June and has continued to implement new goals including an Anti-Bullying Video, Pilates in the Park, Movie in the Plaza, Youth Employment Workshop and volunteer at various community events. Plans are currently underway to merge Boyz Time and It's A Girl Thing so for girls and boys in middle and high school.

- 7.d. Participate in planning and activities at the East Bay Regional Park District's Big Break Regional Shoreline (Ken Strelo)**

Current phases of project are complete.

- 7.e. Complete Annual Thoroughfare Tree Planting, CIP #50 (Kevin Rohani)**

This project is deferred for future year CIP's as funding becomes available.

- 7.f. Design Phase 2 for Nunn-Wilson Park (include evaluation of possible dog park) (Leonard Morrow/Kevin Rohani)**

The City held a public meeting on Wednesday, January 14, at City Hall to hear and solicit input on the proposed Community Dog Park project (potential Nunn-Wilson Family Park Phase 2 development). Approximately twenty (22) individuals were in attendance with almost all of the attendees in support of Oakley constructing a designated dog park, with several expressing they do not want the Dog Park located at Nunn-Wilson Park. The amenities and features proposed in the conceptual plan were well-received. Good input and constructive comments made it a positive meeting.

Staff has submitted a LWCF grant application with the California State Parks and Recreation Department for improvements at Nunn-Wilson Family Park, specifically a Community Dog Park. Any development will be on hold until funding is secured.

- 7.g. Complete bridge for Hill Avenue Multi-Use Trail, CIP #39 (Kevin Rohani)**
 The design of this project is underway and construction is expected to start in fall 2015
- 7.h. Promote volunteerism and the Adopt-a-Park program (Nancy Marquez)**
 We continue to highlight via the Oakley Outreach and press releases any volunteers. While there have been inquiries regarding the Adopt-a-Park program, now new groups have signed up. Currently, we have three parks under adoption (Creekside Park, Laurel Ball Fields, and Crockett Park)
- 7.i. Complete a Facility Needs Assessment and determine the direction for longer-term use of the Moura Property as we continue to utilize the facility for classes and programs. (Bryan Montgomery)**
 Discussions have been ongoing; however, this was paused some while the community garden folks were on site and proposing to extend their lease. Now that another site has been identified, the Team can renew the brainstorming discussions. We are currently researching facility needs consultants, but want this entire topic to be discussed at this year's Strategic Planning Meeting for further direction.
- 7.j. Track and increase Recreation program participation by 10% each year (Lindsey Bruno)**
 Participation in Recreation Programs for fiscal year 13/14 increased over 30% as participation in events and programs climbed.
- 7.k. Prepare financing plan for Dutch Slough Park (Paul Abelson)**
 This objective is generally on hold, pending receipt of the property; although Staff continues to monitor for grant opportunities in anticipation of such receipt.
- 7.l. Evaluate the condition of all street landscape areas (Leonard Morrow)**
 Ongoing. Staff is keenly aware of maintenance conditions and issues of all street landscape areas. Numerous improvements have been made to streetscapes where funds are available to support the improvements. Some examples include improvements in-fill and renovations along Main Street, Empire, O'Hara, Laurel, Oakley Road median, west entry at Oakley Ranch, ...just to name some.

The Division will continue efforts to make improvements throughout the City streetscape as funding allows, with many small improvement projects planned.
- 7.m. Evaluate partnerships for sports tournaments at community ball fields (Lindsey Bruno)**
 During peak season the fields are currently reserved approximately 90% of weekends. Leagues including Impact Soccer, utilized fields for tournaments. Other teams are also utilizing the facility for camps.
- 7.n. Survey community to better offer classes that meet their needs in terms of days and times, and for all ages (Lindsey Bruno)**
 Staff has developed a survey to be advertised and distributed, and help guide and shape programs and classes for the Fall/Winter 2015 Recreation Guide.

- 7.o. Update the Parks, Recreation and Trails Master Plan (includes the evaluation of addition of needed facilities to parks, include bike trails/lanes, restrooms, parking, etc) (Leonard Morrow and Lindsey Bruno)**

Proposed funding for an update of the City of Oakley Parks, Recreation and Trails Master Plan were not approved. Staff will request funding again in FY 2015/16. Twenty-four parks have been constructed since the Master Plan was drafted and accepted in early June 2007, with two more additional parks currently under development.

- 7.p. Explore alternative financing opportunities to ensure quality long- term maintenance for City parks, streetscapes and trails (Leonard Morrow/Kevin Rohani)**

See answer provided in 3d. Staff also continues to explore other revenue sources, such as grants, user fees, private foundation grants, donations, etc.

- 7.q. Develop a written preventative maintenance program (Leonard Morrow/Kevin Rohani)**

Though preventative maintenance is an important facet of park and facility maintenance, a written program does not exist at this time; however, the Parks and Landscape Division does have comprehensive maintenance standards and specifications, along with on-going preventative and safety checks.

- 7.r. Evaluate the addition of needed facilities to parks (Leonard Morrow/Kevin Rohani)**

Sport fields for soccer, baseball and softball are in high demand. A needs assessment would be a component of the Master Plan process. In the interim, community surveys are taken sporadically and comments are logged from public strategic planning sessions.

- 7.s. Evaluate improvement options for the reservation process and fees for park recreation and community facilities (Lindsey Bruno)**

Staff invited all sports leagues to a stakeholders meeting to gain input into the reservation process, we brainstormed various options for changes. Based on input at the meeting changes were formulated, brought to Council and adopted.

- 7.t. Identify needed maintenance of and additional park signage (Leonard Morrow)**

Ongoing and additional signage has been added to the Civic Center Park and to a few other park areas.

- 7.u. Expand the availability of dog bag dispensers (Leonard Morrow)**

Ongoing. Dog bag dispensers and signage are located at all of the parks where dog walking occurs.

- 7.v. Evaluate the need to provide online program registration and park reservations (Lindsey Bruno)**

Staff continues to evaluate online registration and facility management programs. In the fall staff attended a Symposium with over 10 current providers. Currently the software is not within the budget, it would be an estimated cost of \$10,000-\$30,000 initially and varies

annual fees vary. Staff requested this be considered for one time fund balance, however it was not selected.

☒ **7.w.Explore potential themes for future park designs and redesigns, consistent with City branding (Leonard Morrow)**

Emphasis is to create a recognizable identity for the Oakley park system. Over the past several years logo park monument signs have been installed at all of the parks. Other consistent signage (identification, regulatory, and interpretive) and graphics are being integrated into the parks too.

☑ **7.x. Continue to implement the Urban Forestry Program (Leonard Morrow)**

The Parks and Landscape Division is tasked with managing over 10,000 trees in the City of Oakley. The Division has a comprehensive database management system to monitor and maintain these trees. The database program, ArborPro, utilizes the latest in GIS (Geographic Information System) technology to provide the user with an immediate visual representation of any tree in the Urban Forest. The program allows the City to run queries, run reports, create work orders, create bids for tree maintenance, maintain past work history, schedule tree maintenance and propose appropriate budget figures for the urban forest. This lack of this data and program only allowed for reactive urban forest management in the past, rather than management through a comprehensive, systematic approach. By preparing a comprehensive tree inventory and purchasing software, the City of Oakley took the critical first step to being able to proactively and efficiently manage the urban forest.

Most recently the Division began a tree pruning program. The City has primarily a young forest. The most important time to prune a tree is within the first five years following planting. By properly pruning young trees the City will save future maintenance costs.

Last year the Division sponsored several tree lectures, including tree selection, tree pruning, and how to plant a tree.

Area of Focus #8: COMMUNITY OUTREACH, COMMUNICATION AND EDUCATION

Goal: We will improve our relationships with other community organizations, our public information and customer service efforts, and we will work to increase public input and participation.

Action items:

☒ **8.a. Return all phone calls and emails same day or within 24 hours (Bryan Montgomery)**

This is emphasized on a continual basis and is a standard/expectation that is well known and followed by the Team.

☒ **8.b.Update City's website and continuously monitor content; update as necessary (Lindsey Bruno)**

The website continues to have regular updates and staff embarked on an overhaul at the end of 2014. Currently the design is in the development process.

- ☑ **8.c. Partner with the Chamber of Commerce, School Districts, the Community College District and other community organizations to create a Community Calendar that lists events and activities; publish to the City's website (Lindsey Bruno)**

Currently the calendar function is supplemented by a request feature that allows outside organizations to request their information be placed on the City website. We also cross reference the marquee requests so that most marquee requests are also posted on the Community Calendar.

- ☑ **8.d. Coordinate regular updates from Diablo Water District, Ironhouse Sanitary District, Oakley Library, Contra Costa Community College District, East Contra Costa Fire Protection District Board, Contra Costa Library Commission, Contra Costa Transportation Authority Citizens Advisory Committee, Contra Costa Advisory Council on Aging, and Contra Costa Mosquito Abatement & Vector Control (Libby Vreonis)**

Updates from the agencies listed above are scheduled approximately every 4-6 months, including oral reports to the Council during meetings and/or by written updates via email.

- ☑ **8.e. Continue to build cooperative relationships with representatives of service clubs and other community groups (Nancy Marquez)**

Created list of clubs/groups and their presidents and officers, updated regularly. Line of communication with many groups exists. We attempt to engage them in opportunities as they come up, be it YMWO or inviting them to participate in clean up efforts, Leadership Academy, or sometimes we simply email them to ensure their membership is aware of upcoming events that might be of interest.

- ☑ **8.f. Evaluate the survey method for needed adjustments, as we continue to conduct a citizen satisfaction survey every other year (Nancy Marquez)**

The Citizen Satisfaction survey is conducted in Feb – March on a biennial basis and will happen again in 2016. In 2014 in addition to mailing the hardcopy survey to 500 residents, an online survey allowed for broader participation.

- ☑ **8.g. Prepare and send out weekly press releases (Nancy Marquez)**

Between 1-2 press releases have been submitted to media every week.

- ☑ **8.h. Provide regular updates via social media that inform the public regarding City Council meetings, upcoming events, special projects etc. (Nancy Marquez)**

On average there are 3-4 Facebook and Twitter posts per week that highlight upcoming activities, new staff, job opportunities, trivia etc. On Nextdoor we make one post per week. We've also recently opened an Instagram account, which will be another platform through which we can post images. It'll be an additional tool to brand Oakley and invite the public to upcoming events.

8.i. Continue to strategically utilize the Civic Center marquee to provide information (Nancy Marquez)

We continue to use the marquee as a form of advertising posting City related information, as well as local non-profits and community group events.

8.j. Conduct a needs assessment for bilingual public information (Nancy Marquez)

We are surveying the outreach methods used by other Contra Costa Cities to reach monolingual Spanish speakers. An additional survey may be developed to determine what tools would be most effective in communicating information to this audience depending on the tools that are most highly used by them in their day to day lives (email, facebook-bilingual updates? etc).

8.k. Promote City Hall tours (Nancy Marquez)

We aim to post photos of local groups during their visits to City Hall and thereafter also do a press release to serve as reminders of this opportunity

8.l. Continue to facilitate Memorial Day, Veterans Day & National Night Out Events and other like events that retain Oakley's small town identity (Nancy Marquez)

All is on track for the 3rd Annual Memorial and Veterans Day events to take place at the Civic Center Park and amphitheater. The events have proven to be very well received by the community, as evidenced by the attendance. We continue to encourage residents to organize their own National Night out events within their neighborhoods. As we are notified of an event we coordinate to ensure Staff, Councilmember and/or Police Officers make appearances at the events.

8.m. Implement a Citizen/Leadership Academy (Nancy Marquez)

The first Citizens' Leadership Academy occurred in the Fall of 2014. 23 of the 24 participants who attended the first class graduated at the conclusion of the program. 11 of those participants are advising Staff on a real life project. Others have gotten involved with other projects including CERT, continuing the sale of Veterans Memorial bricks, as well as with other community groups.

8.n. Carry out educational campaigns on the following topics: (Nancy Marquez)

- Oakley OnDemand- articles in the August 2014 & February 2015 Oak Leaf newsletters
- City Council Meeting Closed Session requirements- to be include in future publications
- Blight prevention ordinances- articles in the August 2014 & February 2015 Oak Leaf newsletter, additionally there have been press releases resulting in an *Oakley Press* article and lastly, the code enforcement team continues to use door hangers as an educational measure
- Neighborhood Watch- to be included in future publications, as well as promoted at National Night Out events

8.o. Increase visibility of Oakley OnDemand, complete employee OnDemand training (Nancy Marquez & Lindsey Bruno)

We've featured Oakley OnDemand related articles in the August 2014 and February 2015 Oak Leaf newsletters. We've also begun distributing magnets at outreach/city events. Regular updates to the Council via the FYI report on the uptake and use by residents.

OnDemand usage has increased by 24% in the past year. The Code Enforcement team has also begun utilizing the Code Enforcement module, for citations and tracking.

8.p. Start using video, beginning with establishing a City of Oakley You Tube channel (Nancy Marquez)

We continue to explore and aspire to this goal, however the production of a video is staff intensive. Additionally, we need to further research the legal waivers. We are evaluating a proposal to determine the related costs of creating 3-5 short videos highlighting key initiatives and events, which would be posted on the channel, should we decide to proceed forward.

8.q. Develop an emergency communications outreach strategy (Nancy Marquez)

Staff has participated in emergency preparedness trainings, social media trainings, and specific training for Public Information Officers in the case of Emergency Operation Center activation, as well how to operate in a Joint Information System/Joint Information Center should a regional disaster require collaboration across multiple jurisdictions. A line of communication also exists with the Director of Communications and Media for Contra Costa County who would offer support in such events.

8.r. Continue neighborhood beautification projects and like activities which foster community and a small town feel (Nancy Marquez)

We hope to launch a volunteer/community wide clean up program that would happen on a monthly basis this fall.

8.s. Evaluate the community calendar to sync with individual's calendars and smart phones (Lindsey Bruno)

With the website redesign we have also requested the ability to have calendar items sync with your smart phone or device.

8.t. Continue You, Me, We = Oakley program, with additional focus on youth participation (Gaby Baños-Galvan)

Regular activities ranging from Citizenship Drives, cultural workshops, community wide soft ball games, literacy events etc are taking place. Youth are also leading an anti-bullying campaign that entails the production of a video and other components to be implemented through the schools.

Area of Focus #9: **POLITICAL LEADERSHIP AND STABILITY**

Goal: Provide proactive, forward-thinking, civil and long-term focused leadership to guide Oakley forward and become a more effective player in the county, state and federal political environments.

Action items:

- 9.a. Ensure City Council meetings are professional, business-like, civil and maintain good decorum **(City Council)**
- 9.b. Develop relationships of trust and influence with county, regional agency, state and federal government officials **(City Council)**
- 9.c. Address with City Manager issues or areas of concern with City departments and/or employees for review and possible action **(City Council)**
- 9.d. View the long-term impact not just the short-term, of all decisions and planning efforts **(City Council)**
- 9.e. Attend and support community organizations and events **(City Council)**
- 9.f. Seek intergovernmental revenues that support City goals **(City Council)**
- 9.g. Meet with County Supervisor, State Assemblymember and Senator at least twice per year **(City Council)**

Area of Focus #10: **OPERATIONAL EXCELLENCE**

Goal: Provide responsive and exceptional public service with a lean yet effective staff, limit the use of consultants and always be POLITE, PROFESSIONAL and PROGRESSIVE in our efforts.

Action items:

- 10.a. Conduct semi-annual Department Division strategic planning sessions **(Bryan Montgomery)**
These discussions take place during the regular Staff Meetings, however, a separate meeting was not held this current year.
- 10.b. Facilitate periodic Community-Council-Staff Strategic Planning Session **(Bryan Montgomery)**
Next Strategic Planning Session is set for March 30th.
- 10.c. Continue emphasis of the 3P's of Public Service: Polite, Professional, Progressive **(Bryan Montgomery)**
The 3Ps are emphasized on a continual basis and is a standard/expectation that is well known and followed by the Team.

10.d. Invest in technology to assist staff and operational efficiency (Paul Abelson)

Done. Investments have been made to ensure the City's networks remain current and efficient, and City Council approved new projects are being implemented.

10.e. Maintain Records Management and Scanning Program (Libby Vreonis)

City Clerk staff tracks City agreements on a monthly basis to ensure full execution and recording when applicable. The Records Management Clerk scans documents for departments on a daily basis and maintains such documents for public record.

10.f. Implement online document retrieval system (ImageSilo) (Libby Vreonis)

Staff, IT and MuniMetrix successfully worked together to implement ImageSilo in April 2014 to provide public records on the City's website, providing the public with access to public documents 24/7 and reducing staff's response time to records requests by approximately 40% from the previous year.

10.g. Hold annual employee recognition event (Nancy Marquez)

Completed.

CONCLUSION

This document is a concise, coherent, focused plan that will serve to guide us in our efforts to improve our community. Oakley will continue to experience population growth and has a very bright future. The challenge we face is establishing projects and programs the residents' want that improve their quality of life, while "keeping pace" in maintaining and improving the critical municipal services that we already provide. Our efforts will make Oakley an even better place to live, work and enjoy a great quality of life. It may be an over-utilized term, but we are "pursuing excellence."

Simply put, to achieve the goals and objectives of this Plan and the overall vision of even a better Oakley, we will need the tireless efforts and professional expertise of City staff, the support and participation of the community, and the political courage and leadership of the City Council.