

CITY OF OAKLEY



City Council Policy Book
January 2023

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LIVE



WORK



PLAY



Mission

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



Vision

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

The following is derived from the Oakley Governance Protocols and Framework approved by the City Council on December 14, 2021. Although not approved by the current City Council, there are many concepts in that document that can be applicable today as outlined below.

Success Factors to Demonstrate the City's Code of Ethics and Values and Who We Are Continued

To more effectively implement the City of Oakley's Strategic Plan it is agreed that Councilmembers and Staff will be representatives of the City and lead by example in how they conduct City business. While the current Code of Ethics and Values were not developed and adopted by the current City Council, they were recently reviewed at the January 10th City Council meeting. During the 2022 Strategic Plan update we developed more relevant Core Values that better instruct the Governance Team on how we will conduct the City's business within the City as well as among the City's Interested Parties including residents, businesses, strategic partnerships and future partnerships that will assist the City in implementing its Vision and Mission. We also will hold each other accountable peer to peer in the City's best interest to align our shared goals. We will communicate and lead with professionalism to build trust and teamwork that is necessary to work on behalf as the City as a whole.

Our leadership in communication includes respectful and professional conduct in verbal and written forms including communication protocols to best reflect City of Oakley leadership:

City Council and Special Meetings

- Mayor or Vice Mayor should actively facilitate meeting protocols. City Attorney should advise on such protocols when questions arise or points of order are raised.
- Structure meetings to allow meaningful participation for all Councilmembers, Staff, Invited Participants, and Interested Parties including the public and invited stakeholders.
- Facilitate meetings through a clear and published agenda that outlines Corresponding Planning Documents/Policies with document hyperlinks (e.g. General Plan/Strategic Plan Goals/ and Budget Drivers), briefly why it's on agenda, and status updates (success factors/barriers to success/information needed) and decision making.
- Estimate information needed or workload requests so Council understands level of effort.
- Schedule Council discussion with reasonable time allocation for Council, Staff and Interested Parties.
- Focus on Agenda items with allocated time. Items not on the agenda are to be requested during the time allocated for "Future Agenda Items" with two Council Members approval.

Success Factors to Demonstrate the City's Code of Ethics and Values and Who We Are Continued

- Speakers invited to the “mic” should receive uninterrupted speaking time with the allocated timeframe (typically 3 minutes).
- Council should have time allocated for clarifying questions or comments for both Staff and Interested Parties.
- If a vote is required, moderator (Mayor or Vice Mayor) should request Councilmembers to “motion a consideration for vote” and “second motion to consider vote.”
- Once vote takes place; decision should be reconfirmed by moderator (Mayor or Vice Mayor) and all Councilmembers should respect decision moving forward regardless of position.

Internal Communication (Within City Hall and Administration): Work within the Communication Lines of Authority

- Councilmembers can communicate with one another in accordance with the Brown Act.
- Outside of formal Council meetings, no more than two Councilmembers can communicate with each other on current, anticipated, or potential business items verbally, in writing, or electronically.
- Councilmembers can communicate directly with City Manager or City Attorney on all matters related to the City and City Staff.
- Councilmembers can communicate with City Staff with the knowledge and agreement by the City Manager.
- City Staff should only communicate directly with Councilmembers through the expressed approval of the City Manager.
- The Councilmembers, City Manager, and City Attorney can communicate anytime as long as no more than two Councilmembers are present except in a formally noticed public meeting according to Brown Act guidelines.

External Communication: Media including (News Outlets, Radio, Television, Web based News, Social Media, Magazines, Newspapers, etc.); Professional, Community and Social Organizations and Events

- As City of Oakley representatives, Council and Staff, will uphold the Core Values in all venues that demonstrate our collective and individual commitment on behalf of the City's residents and businesses.
- Direct media inquiries related to city business to the City Manager
- Encourage team building and respectful communication that exemplifies professionalism and civic stewardship by working within the communication lines of authority internally before going externally to resolve.

External Communication: Media including (News Outlets, Radio, Television, Web based News, Social Media, Magazines, Newspapers, etc.); Professional, Community and Social Organizations and Events

- Provide an opportunity to address challenges internally and empower the governance structure to inform and address challenges directly and expediently.
- Understand that misinformation or negative communication will distract from addressing the City's priorities and building the requisite collaboration to attract partnership(s) and implement priorities.
- Encourage a forum of full participation by Council, Executive Staff and Interested Parties by creating an open and transparent discussion on topics at the Council meetings and not on social media or platforms that cannot facilitate full participation due to Brown Act laws.
- Provide training opportunities through professional associations (i.e. League of Cities) for both Council and Staff to interact on public forums including social media and public media to celebrate the City's successes and invite critical analyses and discussion for input into decision making.

City of Oakley's Governing Roles & Responsibilities to Achieve Shared Vision & Mission

Governance and defining Roles & Responsibilities are important in conducting the processes and actions to achieve both short and long term goals of the City. All roles are critical in achieving the City's Vision and Mission. Figure 1 Organizational Chart (on the next page) that outlines the City's governance structure and communications lines and roles and communication flow are summarized in Figure 2 Governance Roles . In general terms, the following roles and responsibilities are outlined as follows:

Governance and defining Roles & Responsibilities are important in conducting the processes and actions to achieve both short and long term goals of the City. All roles are critical in achieving the City's Vision and Mission. Figure 1 Organizational Chart (on the next page) that outlines the City's governance structure and communications lines and roles and communication flow are summarized in Figure 2 Governance Roles . In general terms, the following roles and responsibilities are outlined as follows:

Councilmembers

- The role of the Council Member is to direct and hold the City Manager accountable to provide information and develop policy and budgets for the review and approval of the Council to achieve the guiding policy documents (not limited to the Strategic Plan, General Plan, Capital Improvement Plan etc.) as represented by their constituents (Public & Interested Parties).

City Manager

- The role of the City Manager is to report to and be held accountable by the Council and implement their vision by developing draft policy and programs as directed by Council's input and majority decisions and the adopted guiding policy documents. The City Manager will direct staff accordingly and ask the Council for clarifying information and discussion as appropriate.

City Attorney

- The role of the City Attorney is to be directed and held accountable by the Council and be the legal advisor to the Council, City Manager, and Executive Team and, when necessary, to draft legal agreements, resolutions, ordinances, and other legal documents, among other responsibilities.

City Executive Staff

- The role of City Staff is to be directed and held accountable by the City Manager to develop draft policy documents and programs and identifying clarifying direction for successful implementation of policy, programs and guiding policy documents.

Public & Interested Parties

- The role of the Public & Interested Parties are to elect the Council and inform the Council of their interests for Council to direct the City's resources accordingly.

Figure 1

ORGANIZATIONAL CHART

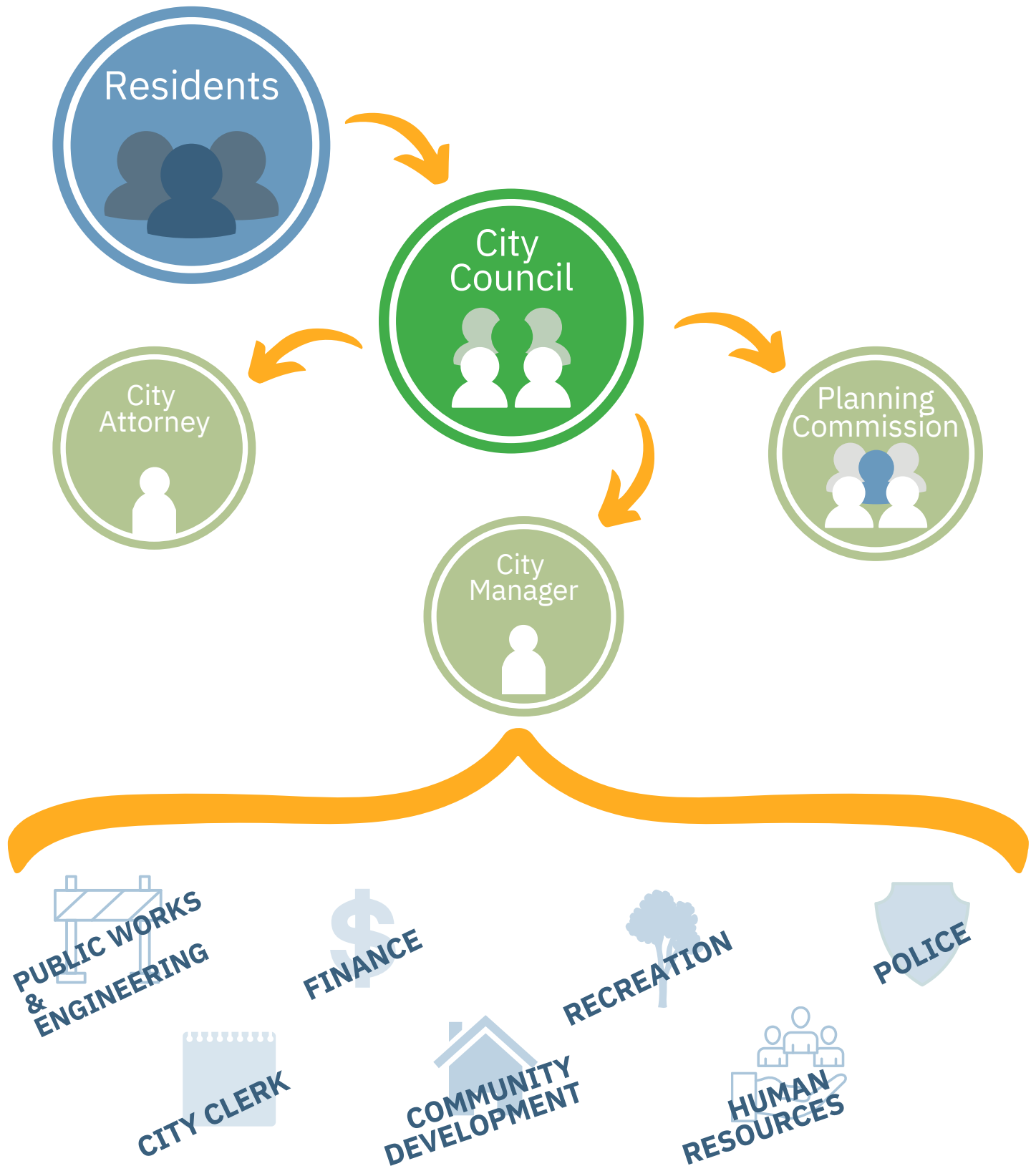
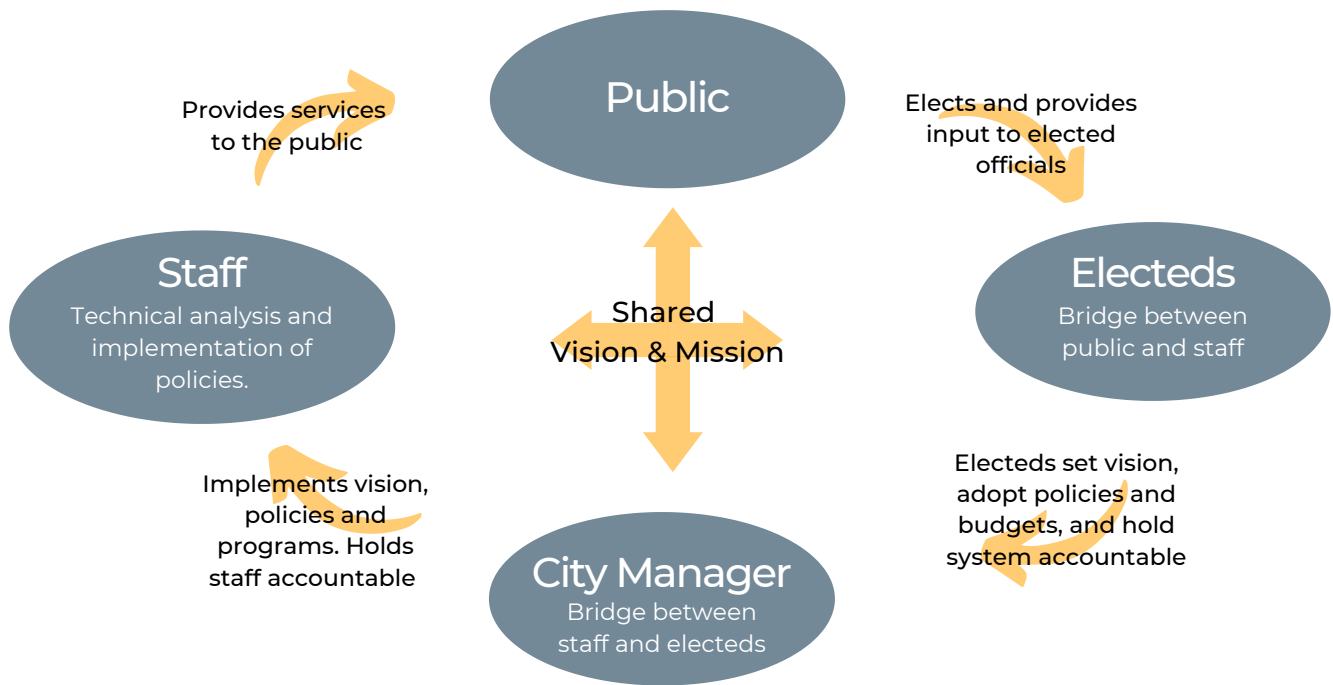


Figure 2

GOVERNANCE RULES



The successful outcome of the City of Oakley’s Vision & Mission is inherent on a coordinated and collaborative approach. A division of roles and responsibilities to effectively deliver on City of Oakley’s priorities is important to realize success and to meet the expectations of the City of Oakley’s constituents. Clarity, clear lines of communications, and an understanding of the road map to achieve the vision and mission is paramount. The Strategic Plan and clear Council expectations will better direct staff resources to achieve the Vision and Mission. Minimizing miscommunication through identifying “information needed” and providing direction will move the Council’s programs, projects and initiatives forward through prioritization and funding allocations. Working within the communication lines as outlined above to refine direction and provide resolution is also important before moving to external platforms for discussion. We are partnered in achieving success on behalf of the City of Oakley. Encourage each other with what is going well and we are achieving together and identify what is not working with practical and achievable solutions with the least amount of impact to achieving the City’s priorities. Empower and entrust each other to execute within the governance framework – Council provides clear policy and Staff executes policy to deliver results. Create internal work sessions within the operations to promote an integrated and inclusive approach. Articulate information needed and barriers to success in a timely fashion to jointly develop solutions. Promote successes and opportunities and partner for solutions to minimize failure that embodies our mutual responsibility to deliver the Vision & Mission. Align the budget and staff resources to each program, project and initiative to ensure success.

Oakley Municipal Code Title 2 Administration- Chapter 1 The City Council

2.1.002 Time and Place of Regular Meetings

- a. The regular meeting days for the City Council of the City of Oakley shall be the second and fourth Tuesdays of each month; provided, that if a regular meeting date is a legal holiday, the meeting may be held on the preceding business day.
- b. The regular meeting time of the City Council of the City of Oakley shall be 6:30 p.m.
- c. The regular meeting place of the City Council of the City of Oakley shall be in the Oakley City Council Chambers, located at 3231 Main Street, Oakley, California.
(Sec. 1, Ordinance No. 02-09, adopted January 27, 2009)

2.1.004 Change of Meeting Place

If the regular meeting place is unable to accommodate the number of persons in attendance, the Council may recess the meeting to another place. If the Council anticipates the regular meeting place will be inadequate, the Council, or the Mayor in the event of an emergency, may order that the meeting be held in another place.

2.1.005 Appointment of Mayor and Vice Mayor

- a. Each year during the month of December, the City Council shall appoint one of its members as Mayor. The member selected to be Mayor typically will be the member who is serving as Vice Mayor, unless the Vice Mayor is unavailable to be appointed as Mayor due to failure to be re-elected, insufficient time to dedicate to the office, or other reasons.
- b. Each year during the month of December, the City Council shall appoint one of its members as Vice Mayor. The person selected as Vice Mayor shall have been a member of the Council for at least one year prior to the appointment as Vice Mayor.
- c. Neither the Mayor nor the Vice Mayor serves a term of office, but rather serves in those capacities at the pleasure of the majority of the City Council.
- d. It is the intent of this section to establish a rotation process so that each Council member shall have the opportunity to become either Vice Mayor or Mayor, or both.
- e. The City Clerk shall establish and keep a "rotation schedule" regarding the City Council members. The member with the most continuous time of service on the Council who has not previously served as Vice Mayor and is not selected Mayor will be selected as Vice Mayor. If two or more members have equal time of continuous service, the member who received the highest number of votes at his/her election shall be selected. The other members with equal time of continuous service will have their rank on the rotation schedule determined by the number of votes that they received at their election, with the member having the higher number of votes receiving higher ranking.
- f. When the Mayor completes his/her service as Mayor, he/she shall revert to the bottom of the rotation schedule.

Oakley Municipal Code Title 2 Administration- Chapter 1 The City Council

2.1.005 Appointment of Mayor and Vice Mayor

g. If a member was appointed to the City Council, he/she shall be placed at the bottom of the rotation schedule when appointed, and shall continue up the rotation schedule thereafter in the same manner as the other members.

h. If a member voluntarily declines appointment as either Mayor or Vice Mayor, he/she shall then rotate to the bottom of the schedule.

i. The City Council may decline to appoint a member to serve as Mayor or as Vice Mayor if a majority of the City Council determines that the person has experienced or exhibited any of the following:

- 1) A violation of law or City policy, or has been or is being investigated for a violation of law or of policy;
- 2) Intemperate, rude or disparaging remarks or conduct toward the public, staff or City Council;
- 3) Lack of leadership or communications skills;
- 4) Excessive absenteeism as a Council member;
- 5) Any other conduct that would be considered to be unprofessional or unbecoming of the position of Mayor or Vice Mayor;
- 6) Determination that the person does not have the available time to assume the additional duties of Mayor or Vice Mayor.

(Sec. 1, Ordinance No. 01-13, adopted February 26, 2013)

2.1.006 Compensation of City Council

a. Authority for Enactment. This subsection is enacted under Government Code Section 36516, which authorizes a City Council to provide by ordinance that each member of the Council may receive a salary based upon the population of the City.

b. Population of the City. The latest estimate of population of the City is 26,566.

c. Salary

1) Amount. Under the authority of Government Code Sections 36515 and 36516.5, each member of the City Council shall receive compensation in the amount of \$456.75 per month, payable at the same time and in the same manner as the salary paid to officers and employees of the City. This section shall become effective upon the assumption of office of members of the City Council elected at the November 2014 municipal election.

2) Increase in Amount. The salary provided in subsection (c)(1) of this section may be increased beyond the amount so provided. However, the increase shall be accomplished by adoption of an ordinance and shall comply with requirements of State Law.

d. Increase or Decrease in Salary Based on Population. When the Federal census or the State Department of Finance makes a new estimate of the population placing the City in a population group other than the population group used to set the salary provided for in subsection (c) of this section, the salary payable to each member of the Council may be increased or decreased, as the case may be, in order to equal the sum set forth for the applicable population group in Government Code Section 36516. However, the increase or the decrease in the salary becomes payable only after the date when one or more members of the Council become eligible for the new salary, by beginning a new term of office following the succeeding general municipal election held in the City.

Oakley Municipal Code Title 2 Administration- Chapter 1 The City Council

2.1.006 Compensation of City Council

e. Additional Compensation. The salary prescribed by subsection (c) of this section is exclusive of any other amount payable to a member of the Council as reimbursement for actual and necessary expenses incurred in the performance of official duties.

f. Reimbursement for Expenses. Pursuant to Government Code Section 36514.5, which provides that City Councilmembers may be reimbursed for actual and necessary expenses incurred in the performance of official duties, the members of the City Council of the City of Oakley shall be reimbursed for actual and necessary expenses incurred in the performance of official duties, subject to the following restrictions:

- 1) The expense was incurred by the member of the City Council;
- 2) The expense was incurred in the performance of the Councilmember's official duties;
- 3) The expense is a necessary expense; and
- 4) The reimbursement, together with any prior reimbursements in the fiscal year, will not exceed the amount included in the City's approved annual budget for reimbursement of the Councilmember's expenses for the fiscal year in which the expense was incurred.

g. Reimbursement Exceeding Budgeted Amount. Notwithstanding the limit placed on reimbursement in subsection (f)(4) of this section, upon request by an individual Councilmember and good cause shown, the Council may approve reimbursement in any fiscal year in excess of the amount budgeted for an individual Councilmember, provided the request for reimbursement satisfies the requirements of subsection (f)(1), (2) and (3) of this section.

(Sec. 1, Ordinance No. 15-14, adopted September 23, 2014; Sec. 1, Ordinance No. 19-10, adopted October 12, 2010; Sec. 2, Ordinance No. 09-07, adopted May 14, 2007)

2.1.007 Appointment Procedure for Filing Vacancy

a. Announcement of Vacancy and Invitation for Applications. Upon the City Clerk receiving a written resignation from a Councilmember, or upon the death of a Councilmember, or upon the determination by the City Council that a vacancy exists for some other reason, the Clerk shall post a notice of the vacancy and invite applications from Oakley residents for appointment to the vacancy. The notice shall be, at a minimum, delivered to the newspaper of general circulation which prints the City's legal notices, to the City's website, to all persons who have requested copies of City Council agendas, and to the consent calendar of the next City Council meeting. The notice shall provide a deadline, at least thirty (30) calendar days from the date of posting of the notice, for submission of applications. The City Clerk shall provide an application form to any person qualified for appointment who requests an application. The application forms shall generally follow the content of application forms for appointment to other City committees or commissions, and specify the applicant's name, address, contact information, interest in the position, qualifications and other pertinent information. The application form shall state that any applications submitted are deemed to be public records and available for public inspection and copying. Nothing in this subsection or section shall interfere with the right of the City Council to, instead of making an appointment, call a special election for the purpose of filling the vacancy.

2.1.007 Appointment Procedure for Filing Vacancy

b. Consideration of Applications. The City Clerk shall post all applications received on a public City Council meeting agenda for consideration by the City Council. At that time, or at such other time as the Council may determine, the Council shall conduct public interviews of the candidates at a regular City Council meeting. The public shall have the opportunity to comment upon the candidates as a part of the agenda item. No discussion of the candidates may be had in closed session. If the City Council determines to appoint a candidate to fill a vacancy, it shall do so within sixty (60) calendar days of the effective date of the vacancy. In the case of a resignation, the effective date of the resignation shall be the date specified in the resignation for its effectiveness to occur. It shall not be necessary for the City Council to accept a resignation. An appointment will be deemed to have been made upon a motion made and seconded and having received at least three affirmative votes. Upon an appointment having been made, the successful candidate shall, at that meeting or at a subsequent regular City Council meeting, take the oath of office and be seated with the City Council. No appointment shall be deemed to have been completed and become effective until the appointee takes the oath of office.

c. Powers and Duties. Any person appointed to the City Council shall serve the unexpired term of the Councilmember who has been replaced. The appointed Councilmember shall have all of the rights, privileges and duties of an elected Councilmember, and shall be eligible for appointment to Vice Mayor and Mayor as provided in the rotation system for such appointment specified in this chapter. The City Council may appoint the appointed Councilmember to the committee assignments held by his/her predecessor, or may determine to make other committee appointments, or no committee appointments. The appointed Councilmember shall complete and file all conflict of interest disclosure forms as are required by law and shall be bound by and obey all other requirements pertaining to membership on the City Council.

(Sec. 1, Ordinance No. 19-14, adopted November 18, 2014)

2.1.008 Official Successors

The City shall address the succession of officers who head departments having duties in the maintenance of law and order or in the furnishing of public services relating to health and safety in the case of a state of war emergency, state of emergency, or local emergency in the City's Emergency Disaster Plan. Policies and procedures outlined in the City's Emergency Disaster Plan will be consistent with California Government Code Sections 8635-8644.

(Sec. 1, Ordinance No. 19-06, adopted October 23, 2006)

Oakley Municipal Code Title 2 Administration- Chapter 1 The City Council

2.1.009 Electronic Filing of Campaign Statements and Statements of Economic Interests

- a. Any elected officer, candidate, committee or other person required to file statements, reports or other documents, except an elected officer, candidate, committee or other person who receives contributions totaling less than \$2,000, and makes expenditures totaling less than \$2,000 in a calendar year, shall file those statements, reports or other documents electronically with the City Clerk.
- b. Any person holding a position listed in Government Code Section 87200, or designated in the City's local Conflict of Interest Code adopted pursuant to Government Code Section 87300, shall file any required Statement of Economic Interest reports (Form 700) electronically with the City Clerk.
- c. Filings set forth in subsections (a) and (b) of this section which are filed and received electronically with the City Clerk are not required to also be filed with the City Clerk in paper format. An electronic filing will be the official record of such filing. Filers must sign electronic filings in the system under penalty of perjury.
- d. In any instance in which an original statement, report or other document must be filed with the California Secretary of State and a copy of that statement, report or other document is required to be filed with the City Clerk, the filer may, but is not required to, file the copy electronically.
- e. If the City Clerk's electronic system is not capable of accepting a particular type of statement, report or other document, an elected officer, candidate, committee or other person shall file that document with the City Clerk in an alternative format.
- f. The date of filing for a statement, report or other document that is filed electronically shall be the day that it is received by the City Clerk. The City Clerk shall provide a confirmation of receipt upon receiving the filing which includes the date and time received and the method by which the filer may view and print the data received by the City Clerk.
- g. A copy of the electronic filing retained by the filer and the confirmation set forth in subsection (f) of this section shall create a rebuttable presumption that the filer timely filed the statement, report or other document.
- h. Electronic filing data made available through the City's website shall not contain the street name and building number of the persons or entity representatives listed on the electronically filed forms or any bank account number required to be disclosed by the filer. The local officer shall make a complete, unredacted copy of any statement, report, or other document filed pursuant to this section, including any street names, building numbers, and bank account numbers disclosed by the filer, available to any person upon request.
- i. The local filing officer shall maintain, for a period of at least ten (10) years commencing from the date filed, a secured, official version of each online or electronic statement, report, or other document files pursuant to this section, which shall serve as the official version of that record for audit or legal purposes. Data that has been maintained for at least ten (10) years may then be archived in a secure format.

Oakley Municipal Code Title 2 Administration- Chapter 1 The City Council

2.1.009 Electronic Filing of Campaign Statements and Statements of Economic Interests

j. It is found that the electronic filing system will operate securely and effectively and will not unduly burden filers. Specifically, the electronic filing system will ensure the integrity of the data and includes safeguards against efforts to tamper with, manipulate, alter, or subvert data; the electronic filing system will only accept a filing in the standardized record format developed by the Secretary of State and compatible with the Secretary of State's system for receiving an online or electronic filing; and the electronic filing system will be available free of charge to filers and to the public for viewing filings.

(Sec. 1, Ordinance No. 18-19, adopted November 12, 2019)

A photograph of a city council chamber. The room features dark wood paneling on the walls and a long wooden desk with several brown leather chairs. On the wall, the words "CITY of OAKLEY" are displayed in large, metallic, three-dimensional letters. A door is visible in the background, and a television screen is mounted on the wall to the right. The ceiling has recessed lighting and a smoke detector.

CITY
of
OAKLEY

Appendix A: Ordinances

ORDINANCE NO. 19-06

**ORDINANCE OF THE CITY OF OAKLEY AMENDING SECTION 2.1.008 OF THE
OAKLEY MUNICIPAL CODE, ENTITLED "OFFICIAL SUCCESSORS"**

RECITALS

A. Section 2.1.008 of the City of Oakley Municipal Code outlines the appointment process for standby successors to City Council positions in case of "war" or "disaster."

B. Section 2.1.008 of the City of Oakley Municipal Code was originally adopted to meet the requirements of particular sections of the California Military and Veterans Code that were later repealed in 1970.

C. Because section 2.1.008 is no longer consistent with current law, the City Council desires to amend this section.

D. Government Code sections 8635-8644, adopted in 2006, provide for an optional method for naming official successors to prepare for possible war emergencies, states of emergency, or local emergencies.

E. The City desires to address Government Code section 8635-8644 in its Emergency Disaster Plan.

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

Section 1. Amendment of Section 2.1.008.

Section 2.1.008 of the Oakley Municipal Code entitled "Official Successors" is hereby amended to read as follows:

"2.1.008 Official Successors

The City shall address the succession of officers who head departments having duties in the maintenance of law and order or in the furnishing of public services relating to health and safety in the case of a state of war emergency, state of emergency, or local emergency in the City's Emergency Disaster Plan. Policies and procedures outlined in the City's Emergency Disaster Plan will be consistent with California Government Code Sections 8635-8644."

Section 2. Severability

a. If any provision of the ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this ordinance are severable.

b. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

Section 3. Effective Date.

In accordance with Section 36937 of the Government Code of the State of California, this Ordinance shall take effect and be in force thirty (30) days from and after the date of its passage. The City Clerk of the City of Oakley shall cause this Ordinance to be posted in at least three (3) public places in the City of Oakley in accordance with Section 36933 of the Government Code of the State of California.

ADOPTED, THIS 23rd day of October, 2006 by the following vote:

AYES: Anderson, Connelley, Nix, Romick

NOES: None

ABSTENTIONS: None

ABSENT: Rios

APPROVED:



MAYOR

ATTEST:



CITY CLERK

ORDINANCE NO. 09-07

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY
AMENDING CERTAIN SECTIONS OF TITLE 2, CHAPTER 7 OF THE
OAKLEY MUNICIPAL CODE, DEALING WITH THE DATE OF ELECTIONS
AND AMENDING SECTION 2.1.006 [c] OF TITLE 2, CHAPTER 1 OF THE
OAKLEY MUNICIPAL CODE, DEALING WITH CITY COUNCIL SALARIES
AND EFFECTIVE DATE OF ADJUSTMENT**

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

Section 1. Section 2.7.002 of Title 2, Chapter 7 of the Oakley Municipal Code is hereby amended to read as follows:

2.7.002. DATE OF ELECTION.

a. General Municipal Elections for the City of Oakley shall be consolidated with the Statewide General Election held on the first Tuesday after the first Monday in November.

b. The Board of Supervisors of the County of Contra Costa, State of California is hereby requested to:

- (1) Order consolidation of the City of Oakley's General Municipal Election with the Statewide General Election.
- (2) Direct the Contra Costa County elections officials to conduct all necessary services related to elections and to charge the City of Oakley for the cost of conducting elections.

Section 2. Upon this ordinance becoming effective, the terms of members of the City Council shall be extended from the Statewide Direct Primary election in June of 2008 to the Statewide General Election in November of 2008 or to subsequent Statewide General Election dates if the Member's current term extends beyond the Statewide Direct Primary election in 2008.

Section 3. Section 2.1.006[c] of Title 2, Chapter 1 of the Oakley Municipal Code is hereby amended to read as follows:

c. Salary.

1. Amount. Under the authority of Government Code Sections 36515 and 36516.5, each member of the City Council shall receive compensation in the amount of \$465.40 per month, payable at the same time and in the same manner as the salary paid to officers and employees of the City. This section shall become effective upon the assumption of office of members of the City Council elected at the November 2008 election.
2. Increase in Amount. The salary provided in subsection [c] [1] of this section may be increased beyond the amount so provided. However, the increase shall be accomplished by adoption of an ordinance and shall comply with requirements of state law.

Section 4. Severability.

- a. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of this ordinance, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this ordinance are severable.
- b. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be held unconstitutional, invalid or unenforceable.

Section 5. Effective Date: Operative Date

This ordinance shall take effect and be in force thirty (30) days from and after the date of its passage. The City Clerk of the City of Oakley shall cause this Ordinance to be posted in at least three (3) public places in the City in accordance with Government Code Section 36933. This ordinance shall become operative upon the Contra Costa County Board of Supervisors approving the consolidation of the Oakley General Municipal Election with the Statewide General Election.

ADOPTED THIS 14th day of May, 2007 by the following vote:

AYES: Anderson, Connelley, Nix, Rios, Romick

NOES: None

ABSTENTIONS: None

ABSENT: None

APPROVED:



MAYOR

ATTEST:



CITY CLERK

ORDINANCE NO. 02-09

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY AMENDING SECTION 2.1002(b) OF CHAPTER 1 OF TITLE 2 OF THE OAKLEY MUNICIPAL CODE REGARDING THE REGULAR MEETING TIME OF THE CITY COUNCIL OF THE CITY OF OAKLEY

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

SECTION 1: Section 2.1.002(b) of Chapter 1 of Title 2 of the Oakley Municipal Code is hereby amended to read as follows:

“b. The regular meeting time of the City Council of the City of Oakley shall be 6:30 p.m.”

SECTION 2: Effective Date and Posting.

In accordance with Section 36937 of the Government Code, this Ordinance shall take effect and be in force thirty (30) days from and after the date of its passage. The City Clerk shall cause this ordinance to be posted in at least three (3) public places in the City of Oakley in accordance with Section 36933 of the Government Code.

The foregoing Ordinance No. 02-09 was introduced with the reading waived at a regular meeting of the City Council of the City of Oakley on the 13th day of January, 2009. The Ordinance was adopted with the second reading waived at a regular meeting of the City Council of the City of Oakley on the 27th day of January, 2009, and passed to print by the following vote, to wit:

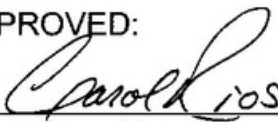
AYES: Anderson, Frazier, Rios, Romick

NOES: None

ABSTENTIONS: None

ABSENT: Connelley

APPROVED:



Carol Rios, Mayor

ATTEST:



Nancy Ortenblad, City Clerk

ORDINANCE NO. 19-10

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY
AMENDING SECTION 2.1.006(C)(1) OF THE OAKLEY
MUNICIPAL CODE, DEALING WITH COUNCIL SALARIES**

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

Section 1. Section 2.1.006(C)(1) of the Oakley Municipal Code is hereby amended to read as follows:

(C) Salary

- (1) Amount. Under the authority of Government Code Sections 36515 and 36516.5, each member of the City Council shall receive compensation in the amount of \$435.00 per month, payable at the same time and in the same manner as the salary paid to officers and employees of the City. This section shall become effective upon the assumption of office of members of the City Council elected at the November, 2010 municipal election.

Section 2. Effective Date and Publication. This ordinance shall take effect and be in force thirty (30) days from and after the date of its passage; however it shall not become operative until the assumption of members of the City Council elected at the November, 2010 municipal election. The City Clerk shall cause the ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation, or by publishing a summary of the proposed ordinance, posting a certified copy of the proposed ordinance in the City Clerk's office at least five (5) days prior to the City Council meeting at which the ordinance is to be adopted, and within fifteen (15) days after its adoption, publishing a summary of the ordinance with the names of the Council Members voting for and against the ordinance.

The foregoing ordinance was adopted with the reading waived at a regular meeting of the Oakley City Council on October 12, 2010 by the following vote:

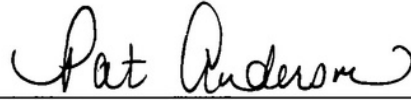
AYES: Anderson, Connelley, Frazier, Rios, Romick

NOES: None

ABSTENTIONS: None

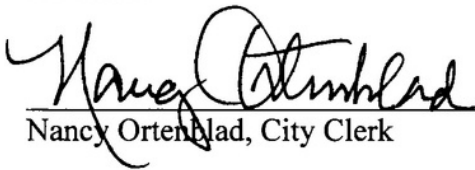
ABSENT: None

APPROVED:



Pat Anderson, Mayor

ATTEST:



Nancy Ortenblad, City Clerk

10/17/10
Date

ORDINANCE NO. 01-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY ADDING SECTION 2.1.005 TO CHAPTER 1 OF TITLE 2 OF THE OAKLEY MUNICIPAL CODE, DEALING WITH APPOINTMENT OF MAYOR AND VICE MAYOR

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

Section 1. Section 2.1.005 is hereby added to Chapter 1 of Title 2 of the Oakley Municipal Code, to read as follows:

“2.1.005 Appointment of Mayor and Vice Mayor.

- (a) Each year during the month of December, the City Council shall appoint one of its members as Mayor. The member selected to be Mayor typically will be the member who is serving as Vice Mayor, unless the Vice Mayor is unavailable to be appointed as Mayor due to failure to be re-elected, insufficient time to dedicate to the office, or other reasons.
- (b) Each year during the month of December, the City Council shall appoint one of its members as Vice Mayor. The person selected as Vice Mayor shall have been a member of the Council for at least one year prior to the appointment as Vice Mayor.
- (c) Neither the Mayor nor the Vice Mayor serve a term of office, but rather serve in those capacities at the pleasure of the majority of the City Council.
- (d) It is the intent of this section to establish a rotation process so that each Councilmember shall have the opportunity to become either Vice Mayor or Mayor, or both.
- (e) The City Clerk shall establish and keep a “rotation schedule” regarding the City Council members. The member with the most continuous time of service on the Council who has not previously served as Vice Mayor and is not selected Mayor will be selected as Vice Mayor. If two or more members have equal time of continuous service, the member who received the highest number of votes at his/her election shall be selected. The other members with equal time of continuous service will have their rank on the rotation schedule determined by the number of votes that they received at their election, with the member having the higher number of votes receiving higher ranking.

- (f) When the Mayor completes his/her service as Mayor, he/she shall revert to the bottom of the rotation schedule.
- (g) If a member was appointed to the City Council, he/she shall be placed at the bottom of the rotation schedule when appointed, and shall continue up the rotation schedule thereafter in the same manner as the other members.
- (h) If a member voluntarily declines appointment as either Mayor or Vice Mayor, he/she shall then rotate to the bottom of the schedule.
- (i) The City Council may decline to appoint a member to serve as Mayor or as Vice Mayor if a majority of the City Council determines that the person has experienced or exhibited any of the following:
 - a. A violation of law or City policy, or has been or is being investigated for a violation of law or of policy;
 - b. Intemperate, rude or disparaging remarks or conduct toward the public, staff or City Council;
 - c. Lack of leadership or communications skills;
 - d. Excessive absenteeism as a Council member;
 - e. Any other conduct that would be considered to be unprofessional or unbecoming of the position of Mayor or Vice Mayor;
 - f. Determination that the person does not have the available time to assume the additional duties of Mayor or Vice Mayor.”

Section 2. Severability.

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, the provisions of this ordinance are severable. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases may be held unconstitutional, invalid or unenforceable.

Section 3. Effective Date.

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

days after its adoption, publishing a summary of the ordinance with the names of the Council Members voting for and against the ordinance.

The foregoing ordinance was adopted with the reading waived at a regular meeting of the Oakley City Council on February 26, 2013 by the following vote:

AYES: Hardcastle, Pope, Rios, Romick

NOES:

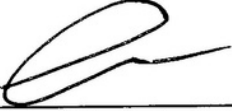
ABSTENTIONS:

ABSENT: Burgis

APPROVED:


Kevin Romick, Mayor

ATTEST:



Libby Vreonis, City Clerk

ORDINANCE NO. 15-14

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY AMENDING
PARAGRAPH (c)(1) OF SECTION 2.1.006 OF THE OAKLEY MUNICIPAL CODE,
DEALING WITH CITY COUNCIL COMPENSATION**

Section 1. Paragraph (c)(1) of Section 2.1.006 of the Oakley Municipal Code is hereby amended to read as follows:

(c) Salary

1) Amount. Under the authority of Government Code Sections 36515 and 36516.5, each member of the City Council shall receive compensation in the amount of \$456.75 per month, payable at the same time and in the same manner as the salary paid to officers and employees of the City. This section shall become effective upon the assumption of office of members of the City Council elected at the November 2014 municipal election.

Section 2. Effective Date and Publication.

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

The foregoing ordinance was adopted with the reading waived at a regular meeting of the Oakley City Council on September 23, 2014 by the following vote: 5-0

AYES: Burgis, Hardcastle, Pope, Rios, Romick

NOES:

ABSTENTIONS:

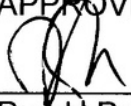
ABSENT:

ATTEST:



Libby Vreonis, City Clerk

APPROVED:



Randy Pope, Mayor

26 SEP 2014

Date

ORDINANCE NO. 19-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY ADDING SECTION 2.1.007 TO CHAPTER 1 OF TITLE 2 OF THE OAKLEY MUNICIPAL CODE, DEALING WITH APPOINTMENT PROCEDURES

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

Section 1. Section 2.1.007 is hereby added to the Oakley Municipal Code, to read as follows:

2.1.007 Appointment procedures for filling vacancy.

(a) Announcement of vacancy and invitation for applications.

Upon the City Clerk receiving a written resignation from a Councilmember, or upon the death of a Councilmember, or upon the determination by the City Council that a vacancy exists for some other reason, the Clerk shall post a notice of the vacancy and invite applications from Oakley residents for appointment to the vacancy. The notice shall be, at a minimum, delivered to the newspaper of general circulation which prints the city's legal notices, to the city's website, to all persons who have requested copies of City Council agendas, and to the Consent Calendar of the next City Council meeting. The notice shall provide a deadline, at least 30 calendar days from the date of posting of the notice, for submission of applications. The City Clerk shall provide an application form to any person qualified for appointment who requests an application. The application forms shall generally follow the content of application forms for appointment to other City committees or commissions, and specify the applicant's name, address, contact information, interest in the position, qualifications and other pertinent information. The application form shall state that any applications submitted are deemed to be public records and available for public inspection and copying. Nothing in this paragraph or section shall interfere with the right of the City Council to, instead of making an appointment, calling a special election for the purpose of filling the vacancy.

(b) Consideration of applications.

The City Clerk shall post all applications received on a public City Council meeting agenda for consideration by the City Council. At that time, or at such other time as the Council may determine, the Council shall conduct public interviews of the candidates at a regular City Council meeting. The public shall have the opportunity to comment upon the candidates as a part of the agenda item. No discussion of the candidates may be

had in closed session. If the City Council determines to appoint a candidate to fill a vacancy, it shall do so within 60 calendar days of the effective date of the vacancy. In the case of a resignation, the effective date of the resignation shall be the date specified in the resignation for its effectiveness to occur. It shall not be necessary for the City Council to accept a resignation. An appointment will be deemed to have been made upon a motion made and seconded and having received at least three affirmative votes. Upon an appointment having been made, the successful candidate shall, at that meeting or at a subsequent regular City Council meeting, take the oath of office and be seated with the City Council. No appointment shall be deemed to have been completed and become effective until the appointee takes the oath of office.

c. Powers and duties.

Any person appointed to the City Council shall serve the unexpired term of the Councilmember who has been replaced. The appointed Councilmember shall have all of the rights, privileges and duties of an elected Councilmember, and shall be eligible for appointment to Vice Mayor and Mayor as provided in the rotation system for such appointment specified in this Chapter. The City Council may appoint the appointed Councilmember to the committee assignments held by his/her predecessor, or may determine to make other committee appointments, or no committee appointments. The appointed Councilmember shall complete and file all conflict of interest disclosure forms as are required by law and shall be bound by and obey all other requirements pertaining to membership on the City Council.

Section 2. 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 3. 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.

Section 4. Effective Date and Publication.

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

in the City Clerk's Office at least five (5) days prior to the City Council meeting at which the ordinance is to be adopted, and within fifteen (15) days after its adoption, publishing a summary of the ordinance with the names of the Council Members voting for and against the ordinance.

The foregoing ordinance was adopted with the reading waived at a regular meeting of the Oakley City Council on November 18, 2014 by the following vote: 4-0


AYES: Burgis, Hardcastle, Pope, Romick

NOES:

ABSTENTIONS:


ABSENT: Rios

APPROVED:




Randy Pope, Mayor

ATTEST:



Libby Vreonis, City Clerk



Date

ORDINANCE NO. 04-18

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY AMENDING CHAPTER 5 OF TITLE 2 OF THE OAKLEY MUNICIPAL CODE DEALING WITH EMERGENCY OPERATIONS: ADDING A PROVISION FOR THE CITY COUNCIL TO SELECT STANDBY COUNCIL MEMBERS TO SERVE DURING A STATE OF EMERGENCY AND ADDING AN EMERGENCY PURCHASING POLICY; AND AMENDING SECTION 3.6.010 REGARDING COMPETITIVE BIDDING REQUIREMENTS DURING AN EMERGENCY

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

Section 1. Chapter 5 of Title 2 of the Oakley Municipal Code is hereby amended to read as follows:

CHAPTER 5 EMERGENCY ORGANIZATION AND FUNCTIONS

2.5.002 Purposes.

The declared purposes of this chapter are to comply with the provisions of the California Emergency Services Act, Title Two, Division One, Chapter Seven of the Government Code of the State of California (commencing with Section 8585.5 or successor legislation) and to provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations, and affected private persons.

2.5.004 Definition.

As used in this chapter: "Emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City, requiring the combined forces of other political subdivisions to combat.

2.5.006 Disaster Council Membership.

The Oakley Disaster Council is hereby created and shall consist of the following:

- a. The Mayor, who shall be Chairperson.
- b. The Director of Emergency Services, who shall be Vice-Chairperson.
- c. The Assistant Director of Emergency Services.

- d. Such Directors of Emergency Services as are provided for in a current emergency plan of this City, adopted pursuant to this section.
- e. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the Director with the advice and consent of the City Council.

2.5.008 Disaster Council Powers and Duties.

It shall be the duty of the Oakley Disaster Council, and it is hereby empowered, to develop and recommend for adoption by the City Council emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon call of the Chairperson or, in his/her absence from the City or inability to call such meeting, upon call of the Vice-Chairperson.

2.5.010 Director and Assistant Director of Emergency Services.

- a. There is hereby created the Office of Director of Emergency Services. The City Manager shall be the Director of Emergency Services.
- b. There is hereby created the Office of Assistant Director of Emergency Services, who shall be appointed by the Director of Emergency Services at the same time as provided for the appointment of standby Councilmembers as set forth in Section 2.5.018(a) of this Chapter.

2.5.012 Powers and Duties of the Director and Assistant Director of Emergency Services.

- a. The Director of Emergency Services is hereby empowered to:
 - 1) Request the City Council to proclaim the existence or threatened existence of a local emergency if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a local emergency is proclaimed by the Director, the City Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.
 - 2) Request the Governor to proclaim a State of Emergency when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.
 - 3) Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this section.
 - 4) Direct cooperation between and coordination of services and staff of the emergency organization of this City and resolve questions of authority and responsibility that may arise between them.

5) Represent this City in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

6) In the event of the proclamation of a local emergency as herein provided, the proclamation of a state of emergency by the Governor or the Secretary of the California Emergency Management Agency, of the existence of a state of war emergency, the Director is empowered to:

a) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;

b) Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property, and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use.

c) Require emergency services of any City officer or employee and in the event of the proclamation of a State of Emergency in the County in which this City is located or the existence of a State of War Emergency, to command the aid of as many citizens of this community as he/she deems necessary in the execution of his/her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State Law for registered disaster service workers;

d) Requisition necessary personnel or material of any City department or agency; and

e) Execute all of the ordinary powers of City Manager, all of the special powers conferred upon him/her by this section or by resolution or emergency plan pursuant hereto adopted by the City Council, all powers conferred upon him/her by any statute, by any agreement approved by the City Council, and by any other lawful authority.

b. The Emergency Operations Center Director shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his/her duties during an emergency. Such order of succession shall be approved by the City Council.

c. The Assistant Director shall, under the supervision of the Director and with the assistance of Emergency Service Chiefs, develop emergency plans and manage the emergency programs of the City; and shall have such other powers and duties as may be assigned by the Director.

2.5.014 Emergency Organization.

All officers and employees of the City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.5.012(a)(6), be charged with duties incident to the protection of life and property in the City during such emergency, shall constitute the emergency organization of the City of Oakley.

2.5.016 Emergency Plan.

The Oakley Disaster Council shall be responsible for the development of the City of Oakley Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.

2.5.018 Standby City Council Members.

Standby members of the City Council are hereby authorized pursuant to the provisions of California Government Code §§ 8635 through 8644.

- a. Each Council member shall nominate one standby member. Standby members must have prior experience having served on an agency board, commission or council. Consideration shall be given to places of residence and work, so that the greatest probability of survivorship or availability shall exist. With City Council consensus, the nominees shall then be appointed as standby council members. Following the initial appointment of standby Council members, standby members shall be appointed at the first regular Council meeting following the swearing-in of newly-elected or appointed members.
- b. A standby Council member shall confirm his or her acceptance of the appointment by taking the oath of office set forth in Article XX, Section 3, of the Constitution of the State of California at the time of appointment set forth in Section 2.5.018(a).
- c. Standby Council members must be informed of the duties of a Council member, be provided a copy of Article 15, Chapter 7, Division 1, Title 2 of the California Government Code, keep informed of the business of the City Council to fill the position competently, immediately report for duty during a state of war emergency, a state of emergency or a declared local emergency, and fill the position when the Council member is unavailable during a state of war emergency, a state of emergency or a declared local emergency.

- d. Standby Council members may become activated during a state of war emergency, a state of emergency or a declared local emergency. No standby member shall become a member of the City Council unless there is a declared emergency described above. The mere vacancy of the regular Council member's office absent a declared emergency shall not activate the standby member. The standby member shall serve during the emergency if his or her regular member is unavailable, meaning that the regular member is killed, missing, or so seriously injured as to be unable to attend meetings and otherwise perform duties. Any question as to whether a particular member is unavailable shall be settled by the remaining available members of the Council, including standby officers who are serving. Standby Council members shall serve at the pleasure of the governing body appointing them, and may be removed and replaced at any time with or without cause.
- e. Upon standby Council members becoming activated, the City Council shall, if necessary, determine offices. In the event that both the Mayor and Vice Mayor shall be unavailable, then the remaining regular members of the Council shall determine the Temporary Presiding Officer. No standby Council member shall become Mayor or Temporary Presiding Officer if any of the regular Council members are available to fill such position, although the standby member shall continue to serve as a member of the governing body until the termination of the emergency, until the regular member becomes available, or until the regular member is replaced pursuant to provisions of state law.
- f. The functions and duties of standby members shall be as described in California Government Code § 8641 and successor legislation.

2.5.020 Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Oakley. This section modifies the City's normal purchasing practices to assure that, in both emergency and exigent circumstances caused by a proclaimed disaster or emergency, the City will be able to acquire the goods and services required to address an immediate threat to life, public health or safety, or to eliminate/reduce an immediate threat of significant damage to improve public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local and state purchasing laws. Where the City is included in a major disaster or emergency declared by the President of the United States, this Policy also assures that City procurements comply with Federal regulations applicable to FEMA disaster grant reimbursement as defined in Title 2 of the Code of Federal Regulations, Part 200. (2CFR Part 200)

- a. A proclaimed disaster or emergency exists if the Governor has declared a state of emergency for an area which includes the geographic territory of the City; or the City Manager of the City has declared an emergency in the City;
- b. "Exigent Circumstances" are situations in which a disaster or emergency has been proclaimed, and the public exigency for goods and services required to address an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures will not permit competitive solicitation.

2.5.022 Delegations of Purchasing Authority in Exigent Circumstances.

If the City Manager determines that goods and services must be procured before the City Council or its designee(s) is able to assemble and approve purchases, the City Manager has authority, subject to the limitations set forth in subparagraphs (a)(1) and (a)(II), to approve the immediate rental or purchase of any equipment, supplies, services or other items necessary to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.

- a. **Limits of Single Purchasing Authority.**
The City Manager, shall have the authority to make individual purchases up to \$150,000 on his or her signature alone. The City Manager shall have the authority to make purchases in excess of \$150,000 up to a maximum of \$250,000 when countersigned by the Mayor or in the Mayor's absence countersigned by another council member.
- b. **Limits of Aggregate Purchasing Authority.**
The City Manager shall have the authority to make aggregate purchases up to \$150,000 on his or her signature alone. The City Manager shall have the authority to make purchases in excess of \$150,000 up to a maximum of \$250,000 when countersigned by the Mayor or in the Mayor's absence countersigned by another council member.
- c. Purchases made during a Proclaimed Emergency or Disaster may be taken from the reserve balance of the General Fund to the extent they exceed previously budgeted items.
- d. The Emergency Operations Center Director shall be a designee of the City Manager at any time the City Manager is not available to approve purchases as allowed in this section.

- e. If neither the City Manager nor the Emergency Operations Center Director is available, the police chief, and/or police department watch commander, have authority to rent or purchase from the nearest available source any equipment, supplies, services, or other items necessary for his or her department to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures, up to a maximum of \$75,000.

- f. Administrative Procedures:
 - 1. As soon as possible after purchases are made under this section, the City Manager, Emergency Operations Center Director, or department head shall submit to the Finance Director, a requisition and a notation that the commodity has been ordered on an emergency basis from the vendor designated.
 - 2. The Finance Director will inform the City Manager and the City Council or its designee(s) of any individual purchase under this section with a contract amount greater than \$75,000, and whenever the aggregate of purchases under this section is greater than \$150,000 thousand dollars.
 - 3. The Finance Director will obtain the City Manager's (or Emergency Operations Center Director as the City Manager's designee) approval prior to any purchase by a department head if the amount is \$75,000 thousand dollars or more.
 - 4. If the City Manager/Emergency Operations Center Director is unavailable, and the delay in getting his/her signature would imperil life, safety or improved property, the police chief, and/or police department watch commander, or his/her designee may approve the emergency purchase of \$75,000 thousand dollars or more.
 - 5. The Finance Director shall have the authority to approve all disaster related purchases under \$150,000 thousand dollars.
 - 6. The Finance Director will expedite the verification of funds available and complete the preparation of the purchase order.

2.5.024 Procurement Procedures in Exigent Circumstances.

Upon receipt of requisitions under Section 2.5.022, the Finance Director shall prepare purchase orders for the emergency equipment, supplies, services or other items in accordance with the requirements of this section.

- a. **Exempt Purchases.**
Purchases below \$25,000 shall not be required to be formally bid. Purchases greater than \$25,000 may be made following the procedures specified in this section. The signature(s) of the City Manager, Finance Director and/or Department Head are still required as provided in Section 2.5.022.
- b. **Justification of Sole Source or No-bid Contracts.**

Where exigent circumstances require immediate procurement from the nearest available source,

- i. the Finance Director shall use the "Justification Form for Emergency Sole Source or No-Bid Purchase."
 - ii. procurement should be limited to that portion of the work that must be performed immediately, allowing subsequent procurement by competitive proposals of the remainder of the work.
 - iii. "sole source" or "no-bid" acquisitions shall be necessary for one of the following reasons: placement of emergency protective measures, procurement of a scarce commodities, goods, or services or acquisition or rental of emergency equipment, emergency consulting services, emergency road clearance or other emergency requirements.
- c. **Provision for Alternate Bid Solicitation Procedures.**
The City's normal requirements for sealed bids shall not apply to acquisitions under Section 2.5.022. However, the Finance Director shall conduct telephonic or other electronic bid solicitation from potential vendors or suppliers, in lieu of written and/or sealed bids, in an effort to obtain multiple competitive proposals when and if time allows in light of the exigent circumstances.
 - d. **Locations of Postings for Requests for Proposals or Solicitation of Bids.**
The Finance Director may waive normal requirements for public posting of requests for proposals or solicitation of bids. Notices soliciting bids or requests for proposals shall be posted at the Emergency Operations Center or Alternate Emergency Operations Center, if the Primary Emergency Operations Center is not being used.
 - e. **Length of Time for Posting Requests for Proposals or Solicitation of Bids.**

The Finance Director may shorten the normal bid period from 10 days to expedite the award of contracts for emergency equipment, goods, or services. The Finance Director should seek to assure that the shortened bid period allows multiple suppliers to submit bids.

- f. **Number of Bids Required.**
Solicited bids that are non-responsive shall count towards the minimum numbers of bids required when there is a declared emergency or disaster in the jurisdiction. All such no-bids must be documented as to time, date and person or company contacted, with a reason for the no-bid, if possible.

2.5.026 Notification and Ratification.

- a. **Posting of Contract Awards.**
Under this section, all contracts awarded, that exceed \$150,000 shall be presented to the City Council for ratification and thereafter, shall publicly posted within sixty (60) days of the award.
- b. **Authority to Cancel Emergency Procurements.**
As a provision of this ordinance, the City has the absolute authority to rescind a contract for non-performance within 24 hours when a contractor or vendor, once awarded a contract, is unable to perform under the terms of the contract and the resulting delay or non-performance presents an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.
- c. **Notification Requirement for Emergency Purchases.** For any purchase in excess of \$150,000, the City Manager shall report all such purchases to the City Council within thirty (30) days of the onset of the disaster.
- d. **Requirement for Separate invoicing.**
All purchases or rentals made during proclaimed emergency or disaster conditions shall require separate invoicing from routine (non-disaster related) purchases. All invoices shall state the goods, services or equipment provided and shall specify where the goods or services were delivered. All invoices shall specify the locations where the goods or services were used if at all possible.
- e. **Auditing of Invoices for Debris Clearance Prior to Payment.**
All invoices for debris clearance and removal shall be audited by the City prior to payment to the vendor. Vendors shall be notified of this requirement prior to the awarding of any contract for debris clearance and/or removal. Audits shall be in accordance with

procedures for debris removal monitoring specified in FEMA's Publication 325, Debris Management Guide.

- f. **Limitations of Disaster Purchasing Policy.**
For the purposes of this section, an emergency or disaster shall be deemed to exist when a condition exists that presents an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures and a local emergency or disaster has been proclaimed. Any purchases that do not meet the standard of being necessary for responding to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures shall follow the City's regular purchasing provisions.

Notwithstanding the terms of this policy, nothing contained herein shall conflict with Federal procurement regulations as currently defined in 2 CFR Part 200.

2.5.028 Punishment of Violations.

It shall be a misdemeanor, punishable by a fine of not to exceed \$1,000, or by imprisonment for not to exceed six months, or both, for any person, during an emergency, to:

- a. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this section, or in the performance of any duty imposed upon him/her by virtue of this section.
- b. Do any act forbidden by any lawful rule or regulation issued pursuant to this section, if such act is of such a nature as to be given or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of the City, or to prevent, hinder, or delay the defense or protection thereof.
- c. Wear, carry, or display, without authority, any means of identification specified by the Emergency Agency of the State."

Section 2.

Section 3.6.010(5) of the Oakley Municipal Code is hereby amended to read as follows:

"When an emergency requires that an order be placed with the nearest source of supply as set forth in Oakley Municipal Code Section 2.5.024;"

Section 3. Severability.

In the event that 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.

Section 4. 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 this ordinance will not have a significant effect on the environment; therefore it is not subject to CEQA.

Section 5. Effective Date and Publication.

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

PASSED APPROVED AND ADOPTED this 27th day of March, 2018 by the following vote:

AYES: Alaura, Hardcastle, Higgins, Pope, Romick

NOES:

ABSTENTIONS:


ABSENT:

ATTEST:



Libby Vreonis, City Clerk

APPROVED:



Randy Pope, Mayor

3/29/18

Date

ORDINANCE NO.16-18

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY
AMENDING CHAPTER 9 TO TITLE 2 OF THE OAKLEY MUNICIPAL CODE
REGARDING THE CITY'S CONFLICT OF INTEREST CODE**

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

Section 1. The following sections within Chapter 9 of Title 2 of the Oakley Municipal Code are hereby amended to read as follows:

2.9.008 Designated employees.

- a. Designated employees and their respective disclosure categories are adopted by resolution of the City Council, are on file with the Office of the City Clerk and are also available on the City's website. Officers, employees, and independent contractors holding these positions are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest. Therefore, these persons are subject to specific disclosure categories.

2.9.009(a-b) Successor Agency and Oversight Board (removed)

2.9.016 Prohibition on receipt of gifts in excess of \$470.

No designated employee shall accept gifts with a total value of more than \$470 in a calendar year from any single source if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

Subdivisions (e), (f), and (g) of California Government Code Section 89503 shall apply to the prohibitions in this section.

2.9.022 Disqualification.

- e. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$420 or more provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made.

Section 2. Severability.

In the event that 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.

Section 3. 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 this ordinance will not have a significant effect on the environment; therefore it is not subject to CEQA.

Section 4. Effective Date and Publication.

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

PASSED, APPROVED AND ADOPTED this 9th day of October, 2018 by the following vote:

AYES: Hardcastle, Higgins, Pope, Romick

NOES:

ABSTENTIONS:

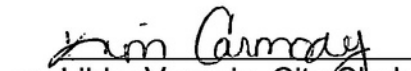
ABSENT: Alaura

APPROVED:



Randy Pope, Mayor

ATTEST:


Libby Vreonis, City Clerk

10/05/18
Date

ORDINANCE NO. 18-19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY ADDING SECTION 2.1.009 TO THE OAKLEY MUNICIPAL CODE REQUIRING ELECTRONIC FILING OF CAMPAIGN STATEMENTS AND STATEMENTS OF ECONOMIC INTERESTS

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

Section 1. The Oakley Municipal Code is hereby amended to add Section 2.1.009 which reads as follows:

"2.1.009 Electronic Filing of Campaign Statements and Statements of Economic Interests"

- a. Any elected officer, candidate, committee or other person required to file statements, reports or other documents, except an elected officer, candidate, committee or other person who receives contributions totaling less than two thousand dollars (\$2,000) and makes expenditures totaling less than two thousand dollars (\$2,000) in a calendar year, shall file those statements, reports or other documents electronically with the City Clerk.
- b. Any person holding a position listed in Government Code Section 87200 or designated in the City's local Conflict of Interest Code adopted pursuant to Government Code Section 87300, shall file any required Statement of Economic Interest reports (Form 700) electronically with the City Clerk.
- c. Filings set forth in Sections 2.1.009(a) and 2.1.009(b) which are filed and received electronically with the City Clerk are not required to also be filed with the City Clerk in paper format. An electronic filing will be the official record of such filing. Filers must sign electronic filings in the system under penalty of perjury.
- d. In any instance in which an original statement, report or other document must be filed with the California Secretary of State and a copy of that statement, report or other document is required to be filed with the City Clerk, the filer may, but is not required to, file the copy electronically.
- e. If the City Clerk's electronic system is not capable of accepting a particular type of statement, report or other document, an elected officer, candidate, committee or other person shall file that document with the City Clerk in an alternative format.
- f. The date of filing for a statement, report or other document that is filed electronically shall be the day that it is received by the City Clerk. The City Clerk shall provide a confirmation of receipt upon receiving the filing which includes the date and time received and the method by which the filer may view and print the data received by the City Clerk.
- g. A copy of the electronic filing retained by the filer and the confirmation set forth in Section 2.1.009(f) shall create a rebuttable presumption that he filer timely filed the statement, report or other document.

- h. Electronic filing data made available through the City's website shall not contain the street name and building number of the persons or entity representatives listed on the electronically filed forms or any bank account number required to be disclosed by the filer. The local officer shall make a complete, unredacted copy of any statement, report, or other document filed pursuant to this section, including any street names, building numbers, and bank account numbers disclosed by the filer, available to any person upon request.
- i. The local filing officer shall maintain, for a period of at least 10 years commencing from the date filed, a secured, official version of each online or electronic statement, report, or other document files pursuant to this section, which shall serve as the official version of that record for audit or legal purposes. Data that has been maintained for at least 10 years may then be archived in a secure format.
- j. It is found that the electronic filing system will operate securely and effectively and will not unduly burden filers. Specifically, the electronic filing system will ensure the integrity of the data and includes safeguards against efforts to tamper with, manipulate, alter, or subvert data; the electronic filing system will only accept a filing in the standardized record format developed by the Secretary of State and compatible with the Secretary of State's system for receiving an online or electronic filing; and the electronic filing system will be available free of charge to filers and to the public for viewing filings."

Section 2. Severability.

In the event that 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.

Section 3. 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 this ordinance will not have a significant effect on the environment; therefore it is not subject to CEQA.

Section 4. Effective Date and Publication.

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

the ordinance with the names of the Council Members voting for and against the ordinance.

PASSED, APPROVED AND ADOPTED this 12th day of November, 2019 by the following vote:


AYES: Alaura, Higgins, Hardcastle, Romick

NOES:


ABSTENTIONS:

ABSENT: Pope

APPROVED:


Claire Alaura, Mayor

ATTEST:



Libby Vreonis, City Clerk

11/12/19

Date

ORDINANCE NO. 17-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY ADDING SECTIONS 2.7.004 AND 2.7.006 TO CHAPTER 7 OF TITLE 2 OF THE OAKLEY MUNICIPAL CODE PROHIBITING CANDIDATES' USE OF THE CITY'S LOGO/SEAL OR SIMILAR REPRODUCTION, AND ADDING SECTIONS 9.5.112(a)(14)(b) and 9.5.112(a)(14)(c) REGARDING PLACEMENT OF POLITICAL SIGNS PRIOR TO ELECTIONS AND REQUIRING A STATEMENT OF RESPONSIBILITY FOR REMOVAL OF CAMPAIGN, CANDIDACY OR BALLOT MEASURE SIGNS

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

Section 1. Chapter 7 of Title 2 of the Oakley Municipal Code is hereby amended to add Sections 2.7.004 and 2.7.006 to read as follows:

"2.7.004 Candidates' Use of City Logo/Seal Prohibited.

Candidates' use of the City of Oakley's current or previous logo or seal, use of any similar or like-kind reproduction of the City of Oakley's current or previous logo or seal, or use of any substantive portion of the City of Oakley's current or previous logo or seal thereof is prohibited.

2.7.006 Violations.

Violations of Section 2.7.004 may be punishable as set forth in Chapter 5 of Title 1 of this Code or by any other means of law."

Section 2. Chapter 5 of Title 9 of the Oakley Municipal Code is hereby amended to add subsections 9.5.112(a)(14)(b) and 9.5.112(a)(14)(c) to read as follows:

- "b. Temporary signs allowing elections, candidacies or ballot measures shall be placed no sooner than ninety (90) days prior to an election.
- c. A Statement of Responsibility on a form provided by the City must be completed by any candidate for a general municipal election or any election, candidacy or ballot measure prior to the placement of any temporary sign advertising or representing such election, candidacy or ballot measure. At minimum, the form shall name the responsible party for removal of such temporary signs, provide contact information for the responsible party and be signed by the responsible party."

Section 3. Severability.

In the event that 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.

Section 4. 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 this ordinance will not have a significant effect on the environment; therefore it is not subject to CEQA.

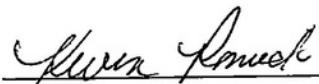
Section 5. Effective Date and Publication.

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


PASSED, APPROVED AND ADOPTED this 10th day of November, 2020 by the following vote:

AYES: Alaura, Higgins, Krieg, Romick
NOES:
ABSTENTIONS:
ABSENT: Pope

APPROVED:


Kevin Romick, Mayor

ATTEST:



Libby Vreonis, City Clerk

11-19-2020

Date

ORDINANCE NO. 10-21

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OAKLEY ENACTING SECTION 2.7.003 OF THE OAKLEY MUNICIPAL CODE ADOPTING A BY-DISTRICT SYSTEM FOR ELECTING FIVE MEMBERS OF THE CITY COUNCIL

WHEREAS, the City of Oakley currently elects five Councilmembers using an at-large election system; and

WHEREAS, in response to threatened litigation regarding alleged noncompliance with the California Voting Rights Act ("CVRA"), the City Council has determined that it is in the best interest of the City to shift from its current at-large election system to a by district election system for its five Councilmembers; and

WHEREAS, California Government Code section 34886 permits the City Council to change the City's method of election by ordinance to a "by district" system in which each Councilmember is elected only by the voters in the district in which the candidate resides; and

WHEREAS, in accordance with California Government Code section 34886, it is declared that the purpose of the change in the method of electing members of the City Council is to implement the guarantees of Section 7 of Article I and of Section 2 of Article II of the California Constitution, as set forth in Sections 14025 through 14032 of the California Elections Code; and

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

Section 1. Section 2.7.003 of the Oakley Municipal Code is enacted to read as follows:

§2.7.003 BY-DISTRICT ELECTIONS FOR CITY COUNCIL MEMBERS

a. Pursuant to California Government Code section 34886, Members of the City Council of the City of Oakley shall be elected by-district in five (5) single-member districts.

1) Members of the City Council shall be elected in the electoral districts established by subsection (B) of this Section and subsequently reapportioned as provided by State law. Elections shall take place "by district" as that term is defined in California Government Code section 34871, meaning one Councilmember shall be elected from each district, by the voters of that district alone.

2) A Councilmember elected or appointed to represent a district must reside in that district and be a registered voter in that district, and any candidate for City Council must reside in, and be a registered voter in, the district in which he or

she seeks election at the time nomination papers are issued.

b. All five Councilmembers shall be elected on a “by-district” basis from the Council districts shown and numbered on a map titled “City of Oakley District Map,” as adopted separately by resolution, a copy of which shall be on file in the City Clerk’s office.

c. Pursuant to Elections Code section 21601, as it may be amended from time to time, the City Council shall adjust the boundaries of any or all of the districts following each decennial federal census to ensure that the districts are in compliance with all applicable provisions of law.

d. District elections enacted in accordance with this section shall commence in the November 2022 General Election. In the November 2022 General Election, Districts 2 and 4 shall first be open for election. In the November 2024 General Election, Districts 1, 3, and 5 shall first be open for election. All districts shall have four (4) year terms.

Section 2. CEQA Findings.

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

Section 3. 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 force and effect.

Section 4. Effective Date and Publication.


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

PASSED, APPROVED AND ADOPTED this 14th day of December, 2021 by the following vote:

AYES: Fuller, Higgins, Williams
NOES: Pope
ABSTENTIONS:
ABSENT: Meadows

ATTEST: 

Libby Vreonis, City Clerk

APPROVED: 

Randy Pope, Mayor

1/6/22

Date



Appendix B: Resolutions

CITY OF OAKLEY

RESOLUTION NO. 18-99

**A RESOLUTION OF THE CITY OF OAKLEY
ESTABLISHING RULES FOR THE CONDUCT OF MEETINGS
OF THE CITY COUNCIL OF THE CITY OF OAKLEY**

WHEREAS, Government Code §36813, authorizes a City Council to establish rules for the conduct of its meetings;

NOW, THEREFORE, the City Council of the City of Oakley resolves as follows:

1. THE PRESIDING OFFICER.

- a.** The Mayor shall preside at all City Council meetings and perform such other duties consistent with the office as may be imposed by the Council. He/she shall be entitled to vote, but shall possess no veto power. He/she shall be recognized as the official head of the City for all ceremonial purposes, by the courts for the purpose of serving civil process and by the Governor for military purposes. In the time of public danger or emergency, he/she may, with the consent of the Council, cause order to be maintained and enforce laws.
- b.** The Mayor shall state every question coming before the Council, call for the vote, announce the decision of the Council on all subjects and decide all questions of order, subject, however, to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. He/she shall sign all ordinances adopted by the Council during his presence. In the event of the absence of the Mayor, the Mayor Pro Tem shall sign ordinances as then adopted.

2. ADDRESSING THE COUNCIL.

- a. Each person desiring to address the Council shall complete a Comment Card return it to the Clerk of the meeting, preferably prior to the beginning of the meeting.
- b. Each person addressing the Council is requested to give his/her name and address in an audible tone of voice for the record. All remarks should be addressed to the Council as a body and not to any member thereof.
- c. Whenever any group of persons wishes to address the Council on the same subject matter, the Mayor may request a spokesperson to be chosen by the group to address the Council. In such event, the time limits provided herein shall not be applicable but the total time allotted to the spokesperson will be subject to the Mayor's discretion.

3. MEETING BUSINESS. There is no required order of business at a City Council meeting. The agenda for the meeting must provide a "brief general description" of each item of business to be discussed. No action or discussion may occur with respect to any item not appearing on a posted agenda, except that on a regular meeting agenda, an item can be added if the City Council either determines that an "emergency" exists, or that there is a need to take immediate action and the need came to the attention of the city subsequent to the posting of the agenda (Government Code §54954.2(b)). Generally the meeting is divided into three parts: opening, business, and closing. Within the business section, it is common to find:

- a. **Closed session:** A closed session may be conducted at either a regular meeting or a special meeting (but not an emergency meeting) and must be noticed in accordance with the Brown Act on the agenda. The Brown Act similarly limits the subject matter for closed sessions. The most common types of closed sessions discuss pending litigation, evaluation of employee performance, hiring and firing employees, and acquisition or sale of real property. Special reporting requirements also attach to closed sessions.
- b. **Public hearing:** A public hearing is most commonly conducted to consider a land use application (conditional use permit, subdivision map, rezoning, general plan amendment). There are specific notice requirements for public hearings. The City Council shall accept public testimony on each item which is the subject of a public hearing.

- c. **Public comments:** Every agenda for a regular meeting shall provide an opportunity for members of the public to address the City Council on any item of interest to the public not otherwise on the agenda.

Background information prepared for the City Council in advance of a meeting and materials distributed at the meeting to the City Council must be available for public inspection at the meeting.

4. MEETING TYPES.

a. **Regular meetings:**

- (1) **Time.** Regular meetings of the City Council shall be held at the time and place specified by separate resolution.
- (2) **Public.** All meetings of the Council shall be open to the Public; provided, however, the City Council may hold closed sessions as provided by the laws of the State of California.

- b. **Special meetings:** A special meeting may be called by the mayor (or mayor pro tem in the absence or illness of the mayor) or by a majority of the members of the City Council (Government Code §54956). A special meeting generally will be called to conduct business that either (a) requires more time than is available during a regular meeting; or that (b) requires attention during the period between scheduled regular meetings. Notice of a special meeting shall be posted at least 24 hours prior to the meeting, with a statement of the business to be transacted and an opportunity for the public to address the City Council on that item. Notice shall be delivered personally or by any other means to all members of the City Council and to the press.

- c. **Workshop meetings:** The Council may conduct workshop meetings or study sessions on matters which are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. At workshop meetings the Council will receive information and presentation of issues from invited speakers and staff. Final action or formal vote on items is not taken at workshop or study sessions. Workshops are not public hearings. Questions may be directed by the Council to a member of the public or another interested party or a brief presentation may be

permitted by a member of the public or another interested party on an agenda item or a particular question related to an agenda item. The Mayor may limit or end the time for such response to questions or presentation. A workshop meeting will be conducted as either a Regular meeting or a Special meeting.

- d. **Emergency meetings:** Emergency meetings may be called under very limited circumstances. An "emergency" exists when a majority of the members of the legislative body determines a "work stoppage or other activity" or a "crippling disaster" has occurred which severely impairs or threatens to impair the public health or safety (for example, an earthquake) (Government Code §54956.5).

- e. **Adjourned meetings:** Any regular or special meeting (or any adjourned regular or special meeting) may be adjourned to a time and place specified in the order of adjournment (Government Code §54955). An adjournment must be ordered if less than a quorum attends a meeting. If no members attend, the clerk or secretary may declare the meeting adjourned.

5. AGENDA. In order to facilitate the orderly conduct of the business of the Council, the City Clerk shall be notified no later than 9 a.m. on the Tuesday immediately preceding a regular Council meeting of all reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Council at such meeting.

6. READING OF MINUTES. Unless the reading of the minutes of a council meeting is requested by a member of the Council, such minutes may be approved without reading if the Clerk has previously furnished each member with a copy thereof.

7. PUBLIC COMMENTS. The purpose of public comment is to provide information and the speaker's views for Council consideration.

8. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA.

- a. The public shall be given the opportunity to address the Council regarding items not listed on the agenda. Remarks, by State Law, are limited to items of interest to the public that are within the subject matter jurisdiction or future jurisdiction of the Council. The Council shall not take action at the meeting on items not on the agenda except as authorized by law. A member of the Council may briefly respond to statements made or questions posed. In addition, on its own initiative, or in response to questions posed by the public, members of the Council may ask questions for clarification or provide references to other resources for factual information.
- b. The Council does hereby establish a time allocation of three (3) minutes for each individual speaker. The total time can be extended by majority approval of the Council.

9. PUBLIC COMMENTS ON ITEMS ON THE AGENDA.

- a. Persons who wish to speak to an item under discussion by the Council which appears on the Agenda may do so at the time the item is discussed by the Council and upon receiving recognition from the Presiding Officer.
- b. Speakers shall address their comments to matters pertinent to the agenda item and should avoid repetition of the comments of previous speakers on the item. It is not appropriate for the speakers to debate the matter under consideration with other speakers, the audience, or members of the Council.
- c. The Council hereby establishes a time allocation of five (5) minutes for each individual speaker addressing an agenda item. Speakers may be limited to

less than five minutes each in consideration of the number of people wishing to speak, the length of the agenda, and the timely and orderly progression of the meeting.

10. RULES OF DECORUM.

- a. **Councilmembers:** While the Council is in session, Councilmembers shall preserve order and decorum. No Councilmember shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disturb any Councilmember while speaking, and/or refuse to obey the orders of the Council or the Presiding Officer. Members of the Council shall not leave their seats during the meeting without first obtaining the permission of the Presiding Officer.
- b. **Decorum of Speakers:** Speakers shall not engage in willful conduct that interrupts the meeting or interferes with the orderly conduct of the meeting. Any speaker engaging in such conduct shall be called to order by the Presiding Officer and, if the conduct continues, the Presiding Officer may order the speaker barred from speaking and/or attending the meeting.
- c. **Members of the Audience:** No member of the audience shall willfully interrupt the orderly conduct at the meeting. The Presiding Officer shall direct the removal of any individual whose willful interruption renders infeasible the orderly conduct of the meeting. In the event the removal of the individual or individuals willfully interrupting the meeting does not restore order, the Presiding Officer may order the meeting room cleared and continue in session.
- d. **Inappropriate language and remarks:** During a Council meeting, any persons making impertinent or slanderous remarks, or using loud, boisterous, or profane language, or who persistently interrupt the proceedings of the Council, shall be forthwith barred from further audience and attendance at such meeting by the Presiding Officer, unless the order of the Presiding Officer is overruled by a majority of the Council
- e. **Signs:** Signs, placards, banners, or similar items shall not be permitted at any time in the Council meeting place.
- f. **Enforcement of Decorum:** A member or members of the City's police force may act as Sergeant-at-Arms of the City Council meetings and shall carry out all orders given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meetings. Any Councilmember may move to require the Presiding Officer to enforce the

rules upon affirmative vote of a majority of the Council.

11. ADJOURNMENT. The Council establishes 11:00 p.m. as the hour of adjournment and will not continue beyond 11:00 p.m. without a majority vote of the Council. If agenda items remain after the 11:00 p.m. adjournment, a special meeting may be scheduled or the items deferred until the next meeting.

ADOPTED, THIS 1st day of July, 1999 by the following vote:

AYES: Anderson, Huffaker, Nix, Rios, Vanek

NOES: None

ABSTENTIONS: None

APPROVED: Pat Anderson
MAYOR

ATTEST:

Janet Strickland
CITY CLERK

CITY OF OAKLEY

RESOLUTION NO. 22-99

**A RESOLUTION OF THE INTENT OF THE CITY OF OAKLEY
TO ADOPT CONFLICT OF INTEREST CODE AND
INVITING PUBLIC COMMENTS ON THE PROPOSED CODE**

WHEREAS, the Political Reform Act, Government Code §§81000 et. seq., requires state and local government agencies to adopt and to promulgate conflict of interest codes; and

WHEREAS, the City of Oakley is an agency subject to the Political Reform Act's code-filing requirement;

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations §18730, which contains the terms of a model conflict of interest code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings; and

WHEREAS, Government Code §87303 requires state and local governments to make proposed conflict of interest codes available for public review and comment prior to adoption.

NOW THEREFORE, the City Council of the City of Oakley resolves as follows:

Section 1. The City Council of the City of Oakley (hereinafter "City") hereby declares its intention to adopt the terms of 2 California Code of Regulations §18730 and amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendices A-C in which officials, employees, and consultants are designated and disclosure categories are set forth, as the Conflict of Interest Code of the City.

Section 2. Following adoption of such Code, the designated officials, employees, and consultants shall file statements of economic interest and shall disqualify themselves from participation in decisions in which they may have a conflict of interest, in accordance with such Code.

Section 3. A sixty (60) day written comment period is hereby established, commencing on July 1, 1999 and terminating on August 30, 1999. Any interested person may present written comments concerning the proposed code to the City Clerk no later than August 30, 1999 by delivering or mailing same to the City Clerk, City of Oakley, P.O. Box 6, Oakley, CA 94561. No public hearing will be held on this matter unless such a hearing is requested by an interested person, or his or her representative, no later than 15 days prior to the close of the written comment period.


Section 4. The City Clerk is authorized and directed to provide, upon request, copies of this resolution and 2 California Code of Regulations §18730 to the officers, employees, and consultants designated in Appendices A and B, during the written comment period. The City Clerk is further authorized and directed to make copies of such documents available to interested parties.

ADOPTED, THIS 1st day of July, 1999 by the following vote:

AYES: Anderson, Huffaker, Nix, Rios, Vanek

NOES: None

ABSTENTIONS: None

APPROVED: 
MAYOR

ATTEST:


CITY CLERK

CONFLICT OF INTEREST STATEMENTS
Designated Positions Form _____

APPENDIX A

<u>CATEGORY</u>	<u>POSITION</u>
1	Mayor
1	City Councilmember
1	Planning Commissioner
1	City Manager
1	City Attorney
2	Planning Director
2	Finance Director

CONFLICT OF INTEREST STATEMENTS
Designated Positions Form _____

APPENDIX B

CATEGORY

POSITION

City Manager's Office

1

City Clerk

Consultants

1-4

Consultant*

*The position of consultant includes County staff hired by the City on a contract basis and any other consultants retained by City. The appropriate disclosure category for consultants shall be determined by the City Manager on a consultant by consultant basis.

APPENDIX C

Category 1:

All designated employees in this category shall disclose all sources of income, all interests in real property, and all investments and business positions in business entities.

Category 2:

All designated employees in this category shall disclose investments, business positions and sources of income from business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the City of Oakley.

Category 3:

All designated employees in this category shall disclose all investments, business positions and sources of income from business entities, and interests in real property, which are subject to the regulatory, permit or licensing authority of the City of Oakley, or which may receive grants from the City of Oakley.

Category 4:

All designated employees in this category shall disclose all investments, business positions and sources of income from business entities which engage in land development, construction or the acquisition or sale of real property, and all interests in real property.

CITY OF OAKLEY

RESOLUTION NO. 16-00

**A RESOLUTION ADOPTING A
CONFLICT OF INTEREST CODE**

RECITALS

WHEREAS, the Political Reform Act, Government Code §§81000 et. seq , requires state and local government agencies to adopt and to promulgate conflict of interest codes; and

WHEREAS, the City of Oakley is an agency subject to the Political Reform Act's code-filing requirement; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations §18730, which contains the terms of a model conflict of interest code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings; and

WHEREAS, Government Code §87303 requires state and local governments to make proposed conflict of interest codes available for public review and comment prior to adoption; and

WHEREAS, on July 1, 1999, the City Council of the City of Oakley adopted a resolution declaring its intent to adopt the terms of 2 California Code of Regulations §18730 and amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendices A-C in which officials, employees, and consultants are designated and disclosure categories are set forth, as the Conflict of Interest Code of the City; and

WHEREAS, said resolution instructed City staff to accept comments on said proposed Conflict of Interest Code; and

WHEREAS, the City has not received any comments or any request for a public hearing on the proposed Conflict of Interest Code and the public comment period has ended.

NOW THEREFORE, the City Council of the City of Oakley resolves as follows:

Section 1. The City Council of the City of Oakley (hereinafter "City") hereby adopts the terms of 2 California Code of Regulations §18730 and amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendices A-C in which officials, employees, and consultants are designated and disclosure categories are set forth, as the Conflict of Interest Code of the City.

Section 2. The designated officials, employees, and consultants shall file statements of economic interest and shall disqualify themselves from participation in decisions in which they may have a conflict of interest, in accordance with such Code.

Section 3. If any portions of such Code are determined to be unconstitutional or otherwise illegal, the remaining portions shall remain in effect.

ADOPTED, THIS 24th day of January, 2000 by the following vote:

AYES: Anderson, Huffaker, Nix, Rios, Vanek

NOES: None

ABSTENTIONS: None


ABSENT: None

APPROVED:



MAYOR

ATTEST:



CITY CLERK

CITY OF OAKLEY

RESOLUTION NO. 108-01

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
ADOPTING A POLICY FOR CANDIDATES' STATEMENTS PRINTED IN
VOTERS' INFORMATION PAMPHLETS**

WHEREAS, on March 5, 2002 the City of Oakley will conduct its first general municipal election since incorporation; and

WHEREAS, California Elections Code Section 13307 requires the governing body of any local agency to adopt regulations pertaining to materials prepared by any candidate for the municipal election, including costs of the candidates' statements;

NOW, THEREFORE, BE IT RESOLVED that the City of Oakley hereby establishes the following policy regarding candidates' statements:

1. Candidates' statements shall not exceed 200 words each.
2. Candidates' statements may include the name, age and occupation of the candidate and a brief description regarding the candidate's education and qualifications; candidates' statements shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations.
3. Candidates' statements shall be prepared on the form provided by the City Clerk to meet the requirements of the Contra Costa County Elections Department.
4. The cost of printing, handling, translating and mailing the candidates' statements in English shall be charged to each candidate on a pro-rata basis.

Candidates will be required to make a deposit of \$250.00 when they file statements with the City Clerk during the nomination period; the City shall bill the candidates for any publication costs that exceed the total deposited or refund any credits due, if the amount collected exceeds the total publication costs.

Any candidate requesting that his/her candidates' statement be translated into and printed in Spanish will be required to make an additional \$250.00 deposit to pay for translation and printing costs; the City shall bill the candidates who requested translation for any costs that exceed the amount deposited or refund any credits due, if the amount collected exceeds the total costs of translation and publication.

5. Candidates are subject to a \$25.00 filing fee, which is due when nomination papers are filed with the City Clerk.
6. No additional items shall be included in the voters' information pamphlet.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Oakley at a regular meeting held on October 8, 2001 by the following vote:

AYES:	Anderson, Huffaker, Nix, Vanek
NOES:	None
ABSTENTIONS:	None
ABSENT:	Rios

APPROVED:



MAYOR

ATTEST:



CITY CLERK

CITY OF OAKLEY

RESOLUTION NO. 135-01

**RESOLUTION ESTABLISHING A POLICY FOR
APPOINTMENTS OF COUNCIL MEMBERS TO
SUBCOMMITTEES, BOARDS, AND COMMISSIONS**

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

WHEREAS, from time to time the Council establishes subcommittees of the Council and appointments to local or regional boards, commissions or committees; and

WHEREAS, the Council desires to establish a policy for appointments to Council subcommittees and local regional boards, commissions and committees;

NOW, THEREFORE, the City Council of Oakley resolves as follows:

It is the policy of the Oakley City Council that appointments of Council members to Council subcommittees (permanent or ad-hoc) and local or regional boards, commissions or committees follow the guidelines set forth below:

The Mayor and Vice Mayor will, upon assuming their positions each year, become the City's representatives to the following organizations: Contra Costa County Mayor's Conference, Delta 6, League of Cities and ABAG.

All other appointments to permanent regional boards, commissions or committees, or appointments to other bodies will be made at the first Council meeting in April or as soon as practicable thereafter every four years, beginning in 2002. Deference should be given to members seeking reappointment to a board or committee.

Appointments of a temporary nature, such as to ad hoc committees, should be agendized and made at regularly scheduled council meetings, provided that the Mayor (or Vice Mayor in the Mayor's absence), can make any temporary appointment needed when there is no scheduled Council meeting prior to the appointment being needed.

All appointments are to be approved by a Council majority in attendance, and any appointment is subject to a Council majority making a new appointment in place of the old one at any time.

ADOPTED, THIS 10th day of December, 2001 by the following vote:

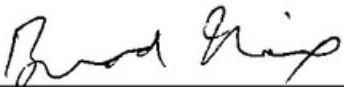
AYES: Anderson, Huffaker, Nix, Rios, Vanek

NOES: None

ABSTENTIONS: None

ABSENT: None

APPROVED:



MAYOR

ATTEST:



CITY CLERK

RESOLUTION NO. 128-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
ADOPTING AN ETHICS CODE**

WHEREAS, the Oakley City Council desires to foster public trust and public confidence by promoting and maintaining the highest standards of conduct; and

WHEREAS, the City Council, appointed officials, City management and City staff are expected to make ethically sound decisions and to practice the City of Oakley's core values;

NOW THEREFORE, the City Council of the City of Oakley hereby adopts the Ethics Code as set forth in Exhibit A as a means for reaching ethically sound decisions.

ADOPTED, THIS 13th day of December, 2004 by the following vote:

AYES:	Anderson, Huffaker, Nix, Rios, Romick
NOES:	None
ABSTENTIONS:	None
ABSENT:	None

APPROVED:



MAYOR

ATTEST:



CITY CLERK

City of Oakley - Code of Ethics

The City of Oakley has adopted this Code of Ethics to foster public trust and public confidence by promoting and maintaining the highest standards of conduct. The City Council, appointed officials, City management and City staff are expected to follow this Code and to practice its core values.

As I serve Oakley, I am honest. I keep my word and lead by example. I base my actions on behalf of the City on the best available information. I go out of my way to build trust, and consider carefully the impact of my actions on public confidence. I maintain integrity at all times and consistently do what I believe is in the best interest of this community.

I comply with the laws of the nation, the State of California and the City of Oakley in the performance of my public duties. These laws include, but are not limited to: the United States and California constitutions; the Oakley Municipal Code; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

As I serve Oakley, I treat everyone with respect and dignity, the way I would want to be treated. I practice patience, courtesy, and civility even when we disagree. I maintain confidentiality, am sensitive about other people's time, and am careful with the public's property. I listen actively, engage in effective two-way communication, and demonstrate responsive public service.

As I serve Oakley, I am fair. I treat everyone equitably. I value people's right to know, encourage public input, and listen to all sides. I honor due process. I make impartial decisions, using relevant and consistent criteria, caring for special needs, and giving priority to merit. I refrain from taking any special advantage of services, opportunities, or public resources for personal gain, by virtue of my public office, which would not otherwise be available to the public in general. I refrain from accepting gifts, favors, or promises of future benefits, which might compromise or tend to impair independence of judgment or action.

As I serve Oakley, I emphasize teamwork. I reach out to all individuals and groups, involving them in the process, and partnering with them. I value diversity, seek differing and divergent viewpoints, and ask for and consider all opinions. I recognize that good ideas and better solutions can come from anyone.

As I serve Oakley, I foster, protect, and conserve the community's financial, environmental, and cultural resources. I practice fiscal responsibility and preserve natural resources. I respect individual rights and uphold the public trust. I am committed to the long-term stability and growth of the community.

As I serve Oakley, I hold myself to high standards and am accountable to those I serve. I am willing to explain my actions and decisions, give and receive criticism, accept consequences, and engage in continuous improvement.

I have read the City of Oakley Ethics Code and understand its expectations.

Please Print Name

Signature

Date

RESOLUTION NO. 144-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY, CALIFORNIA,
RESOLUTION EXTENDING OPPORTUNITY TO MEMBERS OF THE CITY COUNCIL
TO PURCHASE HEALTH INSURANCE BENEFITS THROUGH THE CITY'S
INSURER.**

WHEREAS, Government Code section 53201(a) provides for the legislative body of a local agency, subject to conditions as may be established by it, to extend any health and welfare benefits for the benefit of its officers, employees, as provided in subdivision (b), and may elect to accept the benefits; and

WHEREAS, a survey has determined that it is common for cities within Contra Costa County to cities extend various insurance benefits to members of their city councils; and

WHEREAS, the City of Oakley does currently provide health insurance benefits to its employees, but not to members of the City Council; and

WHEREAS, the City Council desires to extend the opportunity for members of the City Council to purchase at their expense health related benefits through the City's insurer.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Oakley that a City Council member may elect to purchase, at his or her expense, health related insurance benefits through the City's insurer.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Oakley, California this 27th day of November, 2006 by the following vote:

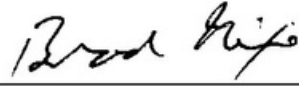
AYES: Anderson, Connelley, Nix, Rios, Romick

NOES: None

ABSTENTIONS: None

ABSENT: None

APPROVED:



MAYOR

ATTEST:



CITY CLERK

CITY OF OAKLEY

RESOLUTION NO. 110-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
CHANGING REGULAR CITY COUNCIL MEETING
DAYS AND MEETING LOCATION**

WHEREAS, the Ralph M. Brown Act requires the City Council to establish a regular meeting day and meeting location by resolution; and,

WHEREAS, establishing a regular meeting day and location encourages and maximizes public participation at City Council meetings; and,

WHEREAS, on July 1, 1999, the City Council of the City of Oakley adopted Resolution No. 02-99 establishing the second and fourth Mondays of each month as regular City Council meeting days provided that if a regular meeting date is an official holiday, the meeting will be held on the following day; and,

WHEREAS, the City Council wishes to change its regular meeting days from Mondays to Tuesdays, in order to provide the Council, the public and staff with additional time in which to review and address agenda items and to avoid potential scheduling conflicts due to Monday holidays; and,

WHEREAS, on January 27, 2003, the City Council of the City of Oakley adopted Resolution No. 03-03 establishing the Delta Vista Middle School as the location for regular City Council meetings; and,

WHEREAS, the City Council wishes to designate a new meeting location, due to the availability of the new City Council Chambers at the Oakley City Hall.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oakley that as of January 1, 2008, the regular meeting days for the City Council of the City of Oakley shall be the second and fourth Tuesdays of each month. In the event a day for a regular meeting shall be a legal holiday, said meeting may be held on the preceding business day.

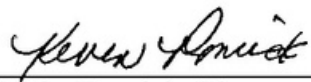
BE IT FURTHER RESOLVED that effective January 1, 2008, regular meetings of the City Council of the City of Oakley shall be held in the Oakley City Council Chambers, located at 3231 Main Street, Oakley, California, or at such other location as may be designated by resolution of the City Council. If by reason of fire, flood, or other emergency, it shall be unsafe to meet at the designated location, the meeting may be held for the duration of the emergency

at such place as is designated by the Mayor or by three members of the City Council.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Oakley held on the 22nd day of October 2007, by Councilmember Nix, who moved its adoption, which motion being duly seconded by Councilmember Anderson, was upon voice vote carried and the resolution adopted by the following votes:

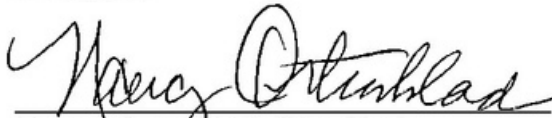
AYES:	Anderson, Connelley, Nix, Romick
NOES:	None
ABSTENTIONS:	None
ABSENT:	Rios

APPROVED:



Kevin Romick, Mayor

ATTEST:



Nancy Ortenblad, City Clerk

RESOLUTION NO. 115-08

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

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

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

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

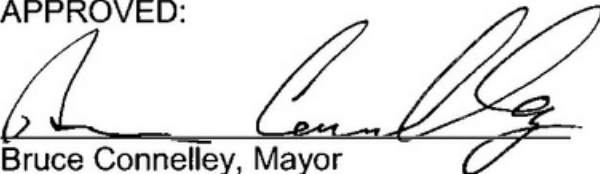
WHEREAS, the City Manager's annual performance review and evaluation is scheduled for December 2008.

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

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

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

APPROVED:


Bruce Connelley, Mayor

ATTEST:


Nancy Ortenblad, City Clerk

RESOLUTION NO. 123-08

RESOLUTION SETTING FORTH THE PROCEDURE FOR THE SELECTION OF MAYOR AND MAYOR PRO TEMPORE (VICE MAYOR)

WHEREAS, Government Code § 36801 provides that following an election of members of the City Council the Council shall choose one of its members to serve as Mayor and one to serve as Mayor Pro Tempore (hereafter referred to as "Vice Mayor"); and

WHEREAS, pursuant to Government Code § 36801 the City Council of the City of Oakley adopted Resolution 01-99 on July 1, 1999 concerning the procedure for selecting the Mayor and the Vice Mayor; and;

WHEREAS, consistent with Government Code § 36801 and Resolution 01-99, the City Council has selected its Mayor and Vice Mayor on an annual basis; and

WHEREAS, the California Attorney General (67 Ops.Cal.Atty.Gen. 405) has determined that the term of office for Mayor and Vice Mayor is indefinite and subject to the pleasure of the City Council; and

WHEREAS, the City Council desires to affirm and more further clarify the procedure for the selection of Mayor and Vice Mayor.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby does hereby resolve as follows:

It is in the best interest of the City of Oakley that the Councilmembers that shall serve as Mayor and Vice Mayor are selected by the City Council annually according to a system of succession that permits the Mayor and Vice Mayor to gain sufficient experience prior to assuming their respective offices. It is appropriate to base such succession at the City Council's discretion, but with consideration of rotation and seniority in accordance with the following:

1. Time and Manner of Appointment. At the first City Council Meeting in December each year and by majority vote, the City Council shall select one of its members as Mayor and one of its members as Vice Mayor. The selection of Mayor and Vice Mayor in years in which a general election is held the Mayor and Vice Mayor shall be selected no later than fourteen (14) days after the certification of the election results, which may or may not be the first City Council Meeting in December.

2. Removal of Mayor and Vice Mayor by Council Vote. The Mayor and Vice Mayor serve at the will and pleasure of the City Council and may be removed at any time by majority vote. Such an action must take place at a duly-posted City Council meeting. At that same meeting in which any removal takes place, the City Council shall select one of its members to fill any created vacancy.

3. **Filling of a Vacancy of Mayor and Vice Mayor in Event of Resignation, Death or Incapacitation.** By majority vote, the City Council will select one of its members as Mayor or Vice Mayor within fourteen (14) days of any vacancy created by resignation, death or incapacitation.

4. **Selection considerations for Mayor and Vice Mayor.** While not mandatory, it is the City Council's intent to select the person who has served as Vice Mayor in one year to be the Mayor the following year. It is also the Council's intent to make these selections on a rotating basis based primarily on seniority, and with the requirement that a member must have served on the City Council for at least one year prior to being selected as either Mayor or Vice Mayor.

5. **Repeal of Resolution 01-99.** This Resolution shall supersede any and all previously adopted Resolutions regarding the selection of Mayor and Vice Mayor, including Resolution 01-99, which is hereby repealed and of no further force or effect.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Oakley held on the 9th day of December 2008, by Councilmember Romick who moved its adoption, which motion being duly seconded by Councilmember Anderson, was upon voice vote carried and the resolution adopted by the following vote:

AYES:	Anderson, Connelley, Frazier, Rios, Romick
NOES:	None
ABSTENTIONS:	None
ABSENT:	None

APPROVED:



Carol Rios, Mayor

ATTEST:



Nancy Ortenblad, City Clerk

RESOLUTION NO. 10-10

**A RESOLUTION OF THE CITY OF OAKLEY
ESTABLISHING THE RULES FOR THE CONDUCT
OF MEETINGS OF THE OAKLEY CITY COUNCIL
(REPLACING RESOLUTION NO. 18-99)**

WHEREAS, Government Code §36813, authorizes a City Council to establish rules for the conduct of its meetings; and

WHEREAS, shortly after Incorporation the City Council adopted Resolution 18-99 establishing rules for the conduct of its meetings; and

WHEREAS, the City Council desires to update and amend these rules by replacing Resolution 18-99 with this Resolution.

NOW, THEREFORE, the City Council of the City of Oakley hereby rescinds Resolution 18-99 and resolves that the following shall be established as the Rules for the Conduct of Meetings of the Oakley City Council:

1. THE PRESIDING OFFICER.

- a) The Mayor shall preside at all City Council meetings and perform such other duties consistent with the office as may be imposed by the Council. He/she shall be entitled to vote, but shall possess no veto power. He/she shall be recognized as the official head of the City for all ceremonial purposes and by the Governor for military purposes. In the time of public danger or emergency, he/she may, with the consent of the Council, cause order to be maintained and enforce laws.
- b) The Mayor shall state every question coming before the Council, call for the vote, announce the decision of the Council on all subjects and decide all questions of order, subject, however, to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. He/she shall sign all ordinances and resolutions adopted by the Council. In the event of the absence of the Mayor, the Mayor Pro Tem shall sign ordinances and resolutions as then adopted.
- c) The Mayor shall be responsible for preserving order and decorum in the meetings. Councilmembers shall assist the Mayor in doing so and no Councilmember shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disturb any Councilmember while speaking, and/or refuses to obey the orders of the Council or the Mayor. Members of the Council shall not leave their seats during the meeting without first obtaining the permission of the Mayor.

2. **MEETING BUSINESS.** There is no required order of business at a City Council meeting. The agenda for the meeting must provide a “brief general description” of each item of business to be discussed. No action or discussion may occur with respect to any item not appearing on a posted agenda, except that on a regular meeting agenda, an item can be added if the City Council either determines that an “emergency” exists, or that there is a need to take immediate action and the need came to the attention of the City subsequent to the posting of the agenda (Government Code §54954.2(b)). Generally the meeting is divided into three parts: opening, business, and closing. Within the business section, it is common to find:
- a) **Closed session:** A closed session may be conducted at either a regular meeting or a special meeting (but not an emergency meeting) and must be noticed in accordance with the Brown Act on the agenda. The Brown Act similarly limits the subject matter for closed sessions. The most common types of closed sessions discuss pending litigation, evaluation of employee performance, hiring and firing employees, and acquisition, lease or sale of real property. Special reporting requirements also attach to closed sessions.
 - b) **Public hearing:** A public hearing is most commonly conducted to consider a land use application (conditional use permit, subdivision map, rezoning, general plan amendment). There are specific notice requirements for public hearings. The City Council shall accept public testimony on each item, which is the subject of a public hearing; no public testimony is to be received after the public hearing has been closed.
 - c) **Public Comments:** Every agenda for a regular meeting shall provide a specific agenda item as “Public Comments” to allow members of the public to address the City Council on any item of interest to the public not otherwise on the agenda.
 - d) **Background Information/Handouts:** Background information prepared for the City Council in advance of a meeting and materials distributed at the meeting to the City Council must be available for public inspection at the meeting. Any handouts to be provided to the City Council by a member of the audience must be received by the City Clerk at least forty-eight (48) hours prior to the meeting. Ten (10) copies of the handout must be provided.
 - e) **Adjournment of Meetings:** The Council establishes 11:00 p.m. as the hour of adjournment and will not continue beyond 11:00 p.m. without a majority vote of the Council. If agenda items remain after the 11:00 p.m. adjournment, and the meeting is not continued by a majority vote of the Council, a special meeting may be scheduled or the items deferred until the next meeting.

3. MEETING TYPES.

a) Regular meetings:

(1) Time. Regular meetings of the City Council shall be held at the time and place specified by separate resolution.

(2) Public. All meetings of the Council shall be open to the public; provided, however, the City Council may hold closed sessions as provided by the law.

b) Special meetings: A special meeting may be called by the Mayor (or Mayor Pro Tem in the absence or illness of the Mayor) or by a majority of the members of the City Council (Government Code §54956). A special meeting generally will be called to conduct business that either (a) requires more time than is available during a regular meeting; or that (b) requires attention during the period between scheduled regular meetings. Notice of a special meeting shall be posted at least 24 hours prior to the meeting, with a statement of the business to be transacted and an opportunity for the public to address the City Council on that item. Notice shall be delivered personally or by any other means to all members of the City Council and to the press.

c) Worksessions: The Council may conduct worksessions or study sessions on matters which are expected to come before the Council for formal action at a regular meeting or otherwise need study by the Council. At worksessions the Council will receive information and presentation of issues from invited speakers and staff. Final action or formal vote on items is not taken at workshop or study sessions. Worksessions are not public hearings. At the discretion of the Mayor, questions may be directed by the Council to a member of the public or another interested party or a brief presentation may be permitted by a member of the public or another interested party on an agenda item or a particular question related to an agenda item. The Mayor may limit or end the time for such response to questions or presentation. A worksession may be conducted as either a Regular meeting or a Special meeting.

d) Emergency meetings: Emergency meetings may be called under very limited circumstances. An "emergency" exists when a majority of the members of the legislative body determines a "work stoppage or other activity" or a "crippling disaster" has occurred which severely impairs or threatens to impair the public health or safety (for example, an earthquake) (Government Code §54956.5).

e) Adjourned meetings: Any regular or special meeting (or any adjourned regular or special meeting) may be adjourned to a time and place specified in the order of adjournment (Government Code §54955). An adjournment must be ordered if less than a quorum attends a meeting. If no members attend, the clerk or secretary may declare the meeting adjourned.

4. **AGENDA.** In order to facilitate the orderly conduct of the business of the Council, the City Clerk shall receive no later than 9:00a.m. on the Wednesday immediately preceding a regular Council meeting of all reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the Council at such meeting.
5. **READING OF MINUTES.** Unless the reading of the minutes of a council meeting is requested by a member of the Council, such minutes may be approved without reading if the Clerk has previously furnished each member with a copy thereof.
6. **RULES OF DEBATE**
 - a) **Rules of Order.** Except as otherwise provided in this resolution or in conflict with State law, the current edition of "Roberts Rules of Order" shall generally govern the rules of debate.
 - b) **Presiding Officer.** The Mayor, if present shall preside at all meetings of the City Council. In the absence of the Mayor, the Vice-Mayor shall preside. The presiding officer may vote, make a motion, second a motion, offer a resolution, introduce an ordinance and debate any items on an agenda, without relinquishing the chair.
 - c) **Getting the Floor.** Every member desiring to speak shall address the Mayor, and, upon recognition by the Mayor, shall confine remarks to the question under debate.
 - d) **Interruptions.** A member once recognized shall not be interrupted when speaking unless it is to call that member to order, or as herein otherwise provided. If a member, while speaking, be called to order, the member shall cease speaking until the question of order is determined, and, if in order, shall be permitted to proceed.
 - e) **Discussion Prior to Formal Action.** It shall not be necessary to a make a motion, offer a resolution, or introduce alternatives to a proposed ordinance before debate by the Council or before the public is allowed to speak. No such motion or resolution, or introduction of an ordinance shall be made at any time before a public hearing is closed.
 - f) **Process for considering an item on the Agenda.** Typically, the Mayor will announce the agenda item and then ask for a verbal staff report. The Mayor then asks the City Council if there are any questions of City staff. Following the discussion and answer of any questions, the applicant or proponent (if one exists for the item) is allowed to speak followed by members of the public. (This may or may not be the opening of a formal public hearing). The Mayor then closes the public discussion or public hearing (if applicable) and calls for Council deliberation and a motion regarding the matter.

- g) **Main Motion.** Any member of the City Council may make a motion regarding the agenda item. The Main Motion should be clear and must be seconded to receive further consideration. If no second is made, the Mayor shall declare, "The motion dies for the lack of a second."
- h) **Amendments to Main Motion.** After a motion has been moved and seconded, amendments may be made. Each amendment should be made, seconded, debated and then voted on in turn. When there are no more amendments to be made, the Mayor shall call for a vote on the Main Motion.
- i) **Motion to Postpone or Continue.** Any item on the agenda may be postponed or continued to a "date certain" (to a subsequent meeting) by a majority vote of those members present and eligible to vote on the matter. To preserve the publication of a public hearing, the matter should be continued to a "date certain."
- j) **Motion to Reconsider.** A motion to reconsider an action taken may only be made at the meeting at which the action was taken or at the next succeeding regular meeting of the City Council. A motion to reconsider any action taken by the City Council may be made by a member of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable.
- k) **Voting.** A voice vote shall be taken as either "Aye," "No," or "Abstain." Silence shall be considered a vote in the affirmative. The Mayor shall announce the results of the vote.

7. PUBLIC PARTICIPATION IN COUNCIL MEETINGS

a. Audience Decorum. Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; clapping; whistling; stamping; displaying large signs; or other acts that disturb, disrupt, impede, or otherwise render the orderly conduct of the City Council meeting unfeasible. A member of the audience engaging in such conduct shall, at the discretion of the Mayor or a majority of the Council Members, be subject to removal from that meeting. The audience may applaud at the conclusion of the presentation of a proclamation or other presentation of honor made by the City Council.

b. Request to Speak Card. Members of the public may address the City Council during Public Comments and/or before consideration of any agenda item; however, no person shall address the Council without first being recognized by the Mayor. Any person wishing to speak, whether during Public Comments or on an agenda item, shall first submit a Request to Speak Card to the City Clerk **before** the Mayor calls for Public Comments or calls the particular agenda item.

c. Purpose. The purpose of addressing the City Council is to communicate formally with the Council regarding matters that relate to Council business or citizen concerns within the subject matter and jurisdiction of the City Council. Persons addressing the City Council on an agenda item shall confine their remarks to the matter under consideration by the Council.

d. Speaker Decorum. Each person addressing the City Council shall do so in an orderly manner and shall not engage in conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the Council meeting as described above. Any person who so disrupts the meeting shall, at the discretion of the Mayor or a majority of the Council Members, be subject to removal from that meeting.

e. Time Limit. In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the City Council, each speaker shall limit comments to three (3) minutes. If a large number of people wish to speak, this time may be shortened by the Mayor so that the number of persons wishing to speak may be accommodated within the time available.

f. Public Comment on Items Not on the Agenda. Public Comment for items not on the agenda will be heard at the beginning of the meeting for a maximum of thirty (30) minutes. Any persons desiring to speak beyond the thirty minute time frame will be heard at the end of the meeting.

g. Speak Only Once Per Issue Per Meeting. Second opportunities for the public to speak on the same issue at the same meeting will not be permitted unless mandated by State or local law.

h. Addressing the Council. Comment and testimony are to be directed to the Mayor. Dialogue between and inquiries from citizens at the lectern and individual Council Members, members of staff, or the seated audience are not permitted. Council Members seeking to clarify testimony or gain additional information should direct their questions through the Mayor.

i. Yielding of Time. It is understood that a person making a request to speak does so on his own behalf. For this reason and to guarantee all persons an ample opportunity to be heard, all speakers will be recognized for the same amount of time. No speaker will be allowed to yield part or all of his time to another, and no speaker will be credited with time requested but not used by another.

j. Handouts/Audiovisual Presentations: Any handouts or audiovisual presentations to be provided to the City Council by a member of the audience must be received by the City Clerk at least forty-eight (48) hours prior to the meeting. Ten (10) copies of the handout must be provided; and a flashdrive, CD, DVD, or videocassette must be provided of the audiovisual presentation.

8. PUBLIC COMMENTS

a. Non-Agenda Items. The Agenda shall provide for public comment about matters that are within the jurisdiction of the City, but are not specifically listed on the Agenda. The Public Comments period shall be for a maximum of thirty (30) minutes. A member of the public who wishes to speak under Public Comments must fill out a Request to Speak Card and submit it to the City Clerk **before** the Mayor calls for Public Comments. Persons may speak under Public Comments for a maximum of three (3) minutes and shall not be allowed to defer any portion of their time to any other person.

State law prohibits the City Council from taking action on any item not listed on the Agenda unless the Council makes a determination that an emergency exists or that the need to take immediate action on the item arose subsequent to the final posting of the Agenda. Council Members or staff members may occasionally provide a brief response to comments made by the public when recognized by the Mayor for the purpose of doing so.

b. Agenda Items. Public comment will be accepted on Agenda items. A member of the public who wishes to speak on an Agenda item, including items on the Consent Calendar, must fill out a Request to Speak Card and submit it to the City Clerk **before** the Mayor calls the Agenda item. Persons may speak about an Agenda item for a maximum of three (3) minutes and will not be allowed to defer any portion of their time to any other person.

c. Public Hearing Agenda Items. At Public Hearings the property owner or the applicant has the burden of proof and, therefore, shall be allowed twenty (20) minutes for an initial presentation and an additional ten (10) minutes for rebuttal following the other comments on the matter. The Mayor may allow more time if required to provide due process for the property owner or applicant. An appellant, other than the property owner or applicant, and the spokesperson for an organized group of residents residing within the noticed area of the property which is the subject of the Public Hearing, may have up to ten (10) minutes to speak on behalf of the group and shall not be allowed to defer any portion of their time to other speakers. All other members of the public may speak during the Public Hearing for a maximum of three (3) minutes and shall not be allowed to defer any portion of their time to other speakers. In the event the time required for members of the public to speak would exceed ninety (90) minutes, the Mayor may reduce the maximum time limit for members of the public to speak.

9. VIOLATION OF THE RULES OF DECORUM

Upon violation of the rules of decorum established outlined herein, the procedure to enforce the rules shall be as follows:

a. Warning. The Mayor shall first request that a person who is violating the rules cease such conduct. If, after receiving a request from the Mayor, the person persists in violating the rules, the Mayor shall call for a short recess of the meeting. Any representative of law enforcement who is present at the meeting when the violation occurs shall be authorized to warn the person that his or her conduct is violating the rules and that he or she is requested to cease such conduct. If upon resumption of the meeting the violation persists, the Mayor shall order another recess, whereupon the Mayor shall have the authority to ask the law enforcement personnel to remove the person from the meeting and/or to cite the person as being in violation of Penal Code Section 403.

b. Motion to Enforce. If the Mayor fails to enforce the rules of decorum set forth herein, a majority of the City Council may move to require the Mayor to do so, and an affirmative vote of a majority of the Council shall order the person to be warned and/or removed from the meeting.

c. Clearing the Room. Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a person or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of the individuals who are willfully interrupting the meeting, by a majority vote of the City Council, the meeting room may be ordered cleared and the meeting shall continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to Government Code Section 54957.9.

d. Violation of the California Penal Code. A person or persons who substantially impair(s) the conduct of a City Council meeting by knowingly and intentionally violating these rules of decorum may be prosecuted under Penal Code Section 403 for disturbing a public meeting. Every person who violates Penal Code Section 403 is guilty of a misdemeanor.

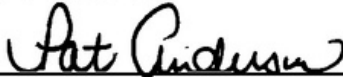
10. EFFECTIVE DATE

These Rules for the Conduct for the Conduct of Meetings of the Oakley City Council shall take effect and be in full force and effect immediately following adoption by the City Council.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 12th day of January, 2010 by the following vote:

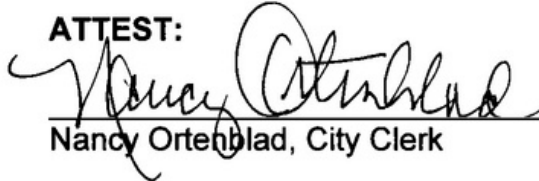
AYES: Anderson, Connelley, Frazier, Rios, Romick
NOES: None
ABSENT: None
ABSTENTIONS: None

APPROVED:



Pat Anderson, Mayor

ATTEST:



Nancy Ortenblad, City Clerk

1/28/10
Date

RESOLUTION NO. 120-11

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
APPROVING A POLICY FOR ONLINE COMMENTS FOR THE
OAKLEY CITY COUNCIL MEETINGS**

BE IT RESOLVED by the City Council of the City of Oakley that the City Council approves a policy for online comments for the Oakley City Council meetings (attached hereto as Exhibit A).

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Oakley held on the 8th day of November, 2011, by Councilmember Pope, who moved its adoption, which motion being duly seconded by Councilmember Romick, was upon voice vote carried and the resolution adopted by the following vote:

AYES: Frazier, Pope, Rios, Romick

NOES:

ABSTENTION:

ABSENT: Anderson

APPROVED:


James L. Frazier, Jr., MAYOR

ATTEST:



Libby Vreonis, CITY CLERK

11-17-11

Date

POLICY FOR ONLINE COMMENTS FOR THE OAKLEY CITY COUNCIL MEETINGS

The following policy shall apply to online comments for the Oakley City Council meetings as of November 8, 2011:

- 1) The City Clerk, or his or her designee, shall receive online comments through the City's email system.
- 2) The City Clerk, or his or her designee, shall email all online comments received through the City's email system to the Oakley City Council at 12 p.m. and 5 p.m. the day of each City Council meeting. The City Clerk, or his or her designee, shall also provide a paper copy of all comments to the City Council at the City Council meetings before the meetings begin.
- 3) City staff shall provide the following options online for a person submitting a comment to choose from:
 - a) I wish to speak;
 - b) I do not wish to speak, but would like my comment to be entered into the record (my comment will not be read, but will appear summarized in the meeting minutes).
- 4) In addition to the options provided in paragraph 3 above, a comment box shall be provided to allow the public to type their comments online.

RESOLUTION NO. 06-12

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
ELECTING TO SERVE AS THE SUCCESSOR AGENCY TO THE OAKLEY
REDEVELOPMENT AGENCY PURSUANT TO ASSEMBLY BILL 1x26.**

WHEREAS, Assembly Bill 1x26 ("AB1x26") calls for the dissolution of all redevelopment agencies in the State of California; and

WHEREAS, in its decision in the *California Redevelopment Association v. Matosantos* case, the California Supreme Court ruled that AB1x26 is constitutional, and

WHEREAS, pursuant to AB1x26, the supporting entity of a particular redevelopment agency may elect to serve as the "Successor Agency" to the to-be dissolved redevelopment agency; and

WHEREAS, the City Council of the City of Oakley believes that it is in the best interests of the City to serve as the Successor Agency.

BE IT RESOLVED by the City Council of the City of Oakley that it hereby elects to serve as the Successor Agency to the Oakley Redevelopment Agency.

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Oakley held on the 10th day of January, 2012, by Vice Mayor Carol Rios, who moved its adoption, which motion being duly seconded by Councilmember Jim Frazier, was upon voice vote carried and the resolution adopted by the following vote:

AYES: Anderson, Frazier, Pope, Rios, Romick

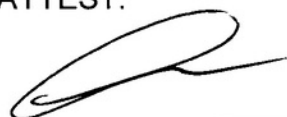
NOES:

ABSTENTIONS:

ABSENT:

APPROVED: 
Kevin Romick, Mayor

ATTEST:



Libby Vreonis, City Clerk

1-17-12

Date

RESOLUTION NO. 13-12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY ELECTING TO
SERVE AS THE SUCCESSOR HOUSING AGENCY
PURSUANT TO ASSEMBLY BILL 1x26**

WHEREAS, Assembly Bill 1x26 ("AB1x26") calls for the dissolution of all redevelopment agencies in the State of California; and

WHEREAS, in its decision in the *California Redevelopment Association v. Matosantos* case, the California Supreme Court ruled that AB1x26 is constitutional; and

WHEREAS, pursuant to AB1x26, the supporting entity of a particular redevelopment agency may elect to serve as the "Successor Agency" to the to be dissolved redevelopment agency; and

WHEREAS, the City Council of the City of Oakley elected to become the Successor Agency to the dissolved redevelopment agency on January 10, 2012, through adoption of Resolution No. 06-12; and

WHEREAS, AB 1x26 also requires the supporting entity of the dissolved redevelopment agency to decide whether it also wishes to be responsible for the dissolved agency's housing functions and housing assets; and

WHEREAS, should the supporting entity not elect to become the Successor Agency for Housing, the dissolved agency's housing functions and assets will be transferred to another agency separate from the City, such as a housing authority of the Department of Housing and Community Development; and

WHEREAS, the City Council of the City of Oakley finds that it is in the public interest for the City to continue to be responsible for the housing functions and assets of its dissolved redevelopment agency; and

WHEREAS, it is the intention of the City Council in adopting this resolution to reserve the authority to rescind the resolution should the obligations of serving as successor housing agency exceed the resources and assets available to discharge the functions of the agency.

BE IT RESOLVED, by the City Council of the City of Oakley that it hereby elects to serve as the Successor Agency for Housing to the Oakley Redevelopment Agency

PASSED AND ADOPTED by the City Council of the City of Oakley at a meeting held on the 24th of January, 2012 by the following vote:

AYES: Anderson, Frazier, Pope, Rios, Romick

NOES:

ABSENT:


ABSTENTIONS:

APPROVED:



Kevin Romick, Mayor

ATTEST:



Libby Vreonis, City Clerk

1-25-12

Date

RESOLUTION NO. 45-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY ADOPTING AMENDMENTS TO THE CITY OF OAKLEY PERSONNEL MANUAL

WHEREAS, the Personnel System established by Ordinance No. 17-00 requires the implementation of the City's personnel rules, policies and procedures; and

WHEREAS, in 2001 the City Council adopted and in 2004, 2008, 2012, and 2016 amended the Personnel Manual to implement these rules, policies and procedures; and

WHEREAS, the City Council recognizes that it is in the best interest of the City to have a centralized, coherent and up-to-date single personnel manual for the employees of the City of Oakley; and

WHEREAS, some sections of the Manual allow for greater clarification with regards to health benefit eligibility, vacation accruals and sick leave accruals, and maximum coverage period for employees for persons who are absent from work to serve in the uniformed services; and

WHEREAS, the City of Oakley would like to extend extended holiday pay to Limited Term and Limited Term Seasonal employees; and

WHEREAS, it has been determined that the Personnel Manual is the proper vehicle to implement the amended and updated personnel rules, policies and procedures.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby adopts the Personnel Manual as amended as the City's personnel rules, policies, and procedures to become effective April 25, 2017 and to supersede all previously issued employee handbooks and manuals.

PASSED AND ADOPTED, the 25th day of April, 2017 by the following vote:

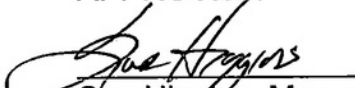
AYES: Alaura, Higgins, Pope, Romick

NOES:


ABSTENTIONS:

ABSENT: Hardcastle

APPROVED:


Sue Higgins, Mayor

ATTEST:


Libby Vreonis, City Clerk

4-27-17
Date

RESOLUTION NO. 152-21

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
ADOPTING THE CITY OF OAKLEY DISTRICTS MAP**

WHEREAS, Section 2.7.003 of the Oakley Municipal Code requires that the five members of the City Council are elected on a “by-district” basis; and

WHEREAS, Paragraph (b) of Section 2.7.003 of the Oakley Municipal Code requires that the City Council adopt a map to reflect the districts by which the five City Councilmembers shall be elected; and

WHEREAS, since June 2021, as part of the conversion from the former “at-large” system used to select Councilmembers to the new by-district system, the City Council has held a number of public meetings to solicit the input from the public regarding the boundaries for the new Councilmember districts; and

WHEREAS, the City Council has retained the services of qualified demographer to ensure that the districts are drawn in accordance with all standards required by then United States Constitution, California Constitution, and all federal and state statutes.

NOW, THEREFORE, BE IT RESOLVED, after due consideration of the considerable public comment and testimony received, the City Council of the City of Oakley adopts the map attached as “Exhibit A” to this Resolution as the City of Oakley District Maps required by Section 2.7.003(b) of the Oakley Municipal Code; and

BE IT FURTHER RESOLVED, a copy of this District Map shall be maintained at all times in the Office of the City Clerk until the map is superseded or replaced by subsequent City Council resolution.

BE IT FURTHER RESOLVED, the City Clerk is directed to promptly provide a copy of the District Map to the Contra Costa County Elections Division.


BE IT FURTHER RESOLVED, The City Council finds that this project is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections CEQA Guidelines (California Code of Regulations, Title 14) 15062(c)(2) and 15060(c)(3).

PASSED, APPROVED AND ADOPTED this 14th day of December, 2021 by the following vote:

AYES: Fuller, Higgins, Williams
NOES: Pope
ABSTENTIONS:
ABSENT: Meadows

ATTEST: 

Libby Vreonis, City Clerk

APPROVED: 

Randy Pope, Mayor

11/6/22

Date

RESOLUTION NO. 48-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
ADOPTING ACTION MINUTES FOR ITS MEETINGS**

BE IT RESOLVED by the City Council of the City of Oakley that minutes for its meetings are hereby adopted as action minutes; should meeting video and audio be unavailable for any meeting, lengthy summary minutes shall be provided; and meeting video and audio, shall be made available on YouTube which offers closed captioning and a transcript for meeting video and audio.

PASSED, APPROVED AND ADOPTED this 10th day of May, 2022 by the following vote:


AYES: Fuller, Higgins, Meadows, Pope, Williams

NOES:

ABSTENTION:

ABSENT:

APPROVED:



Randy Pope, Chair

ATTEST:



Libby Vreonis, Secretary

5/11/22

Date

RESOLUTION NO. 91-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY ADOPTING
THE PROCLAMATION POLICY AND APPROVED PROCLAMATION LIST**

BE IT RESOLVED by the City Council of the City of Oakley that the City of Oakley Proclamation Policy attached as Exhibit A and Approved Proclamation List attached as Exhibit B are hereby approved.

PASSED, APPROVED AND ADOPTED this 9th day of August 2022 by the following vote:

Proclamation Policy:

AYES: Higgins, Meadows, Pope, Williams
NOES: Fuller
ABSTENTION:
ABSENT:

Approved Proclamation List:

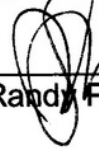
AYES: Fuller, Higgins, Meadows, Pope, Williams
NOES:
ABSTENTION:
ABSENT:

ATTEST:



Libby Vreonis, City Clerk

APPROVED:



Randy Pope, Mayor

8/12/22
Date

OAKLEY



CALIFORNIA

CITY OF OAKLEY

PROCLAMATION POLICY

PURPOSE

The purpose of this policy is to establish guidelines for the issuance of proclamations.

POLICY

Proclamations are public announcements or recognitions directing attention to local residents, organizations or events. Proclamations are not statements of policy. The Mayor, without formal action of the City Council, may issue proclamations on behalf of the City Council that adhere to these guidelines and are among the proclamations approved on the attached list. Proclamations can be sent to the requestor or presented at a City Council meeting as arranged with the requesting body and at the Mayor's discretion. Proclamations not included on the attached list may be submitted and brought forth to the City Council for consideration. Proclamations approved by the City Council are authorized to be added to the approved list without further City Council action.

INFORMATION REQUIRED

A brief history of the organization or a description of the purpose, goals, motto or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event, and what will take place during the time of celebration/recognition, including dates and times, are required to be included.

WRITTEN REQUEST

Requests for proclamations must be submitted in writing by the requestor on the standard application. Requests received will be administered by the Office of the City Clerk and must be approved by the Mayor if among the proclamations on the approved

list, or approved by the City Council if not on the approved list. Submission of a request does not guarantee the issuance of a proclamation.

Draft proclamations are encouraged to be submitted with the application to expedite the process.

Only one proclamation will be issued per event.

PRESENTATION OF PROCLAMATION

The person or organization requesting the proclamation must specify whether the proclamation is to be mailed, held for pick-up, or presented during a City Council meeting. Offsite presentations of proclamations are not typical and are at the Mayor's discretion. Presentation at a specific City Council meeting is not guaranteed and must be approved in advance by the City Manager or his/her designee.



Approved Proclamation List

January

Ellis Island Day

Human Trafficking Awareness Month

Martin Luther King, Jr.

National Blood Donor Month-Red Cross

School Choice Week

February

Black History Month

Sutter Delta Medical Center Day

March

Arbor Week

Cesar Chavez Day

COVID-19 Memorial Day

Girl Scouts Make the World a Better Place Week

Girl Scout Week

Meals on Wheels-March for Meals

Multiple Sclerosis Awareness Week

National Disability Awareness Month

Prescription Drug Abuse Awareness Month

Red Cross Month

Rosie the Riveter Day

Women's History Month

April

Alcohol Awareness Month

Child Abuse Prevention Month

Children's Memorial Day

Days of Remembrance (Holocaust)

Difference Makers International Day

Earth Day

Fair Housing Month

National Autism Acceptance Month

National Autism Awareness Month

National Gardening Month

National Library Week

National Parks Week

National Service Recognition Day

National Volunteer Week

Oakley Science Week

Sexual Assault Awareness Month

Week of the Young Child

West Nile Virus and Mosquito & Vector Control Awareness Week

May

Building Safety Month

Contra Costa County Fair Week

Emergency Medical Service Week

Global Love Day
Law Day
Loyalty Day
Lupus Awareness Month
Memorial Day
Mental Health Month
Helping Hands Day
Motorcycle Awareness Month
Municipal Clerks Week
National Asian Pacific American Month
National Association of Insurance Women Week
National Day of Prayer
National Police Memorial Day
National Police Week
National Public Works Week
National Safe Boating Week
National Teachers Day / The Day of the Teacher
Reading Festival Weekend
Silver Star (Banner) Day
Special Districts Week
Wellness City Challenge

June

Affordable Housing Week
CA Safe Digging Month
Elder & Dependent Adult Abuse Awareness Month
Immigrant Heritage Month
Juneteenth

National Cancer Survivors Day-Quest for a Cure
Pride Month (LGBTQ+)
Relay for Life on the Delta and Paint the Town Purple Day

July

Muscular Dystrophy Day
Parks & Recreation Month

August

International Overdose Awareness Day
National Night Out
National Womens Equality Day
Never Give Up Day

September

CA Coastal Cleanup Day
Childhood Cancer Awareness Month
Constitution Week
Disabled American Veterans Day
Falls Prevention Awareness Week
Labor Day
Library Card Sign Up Month
Life Insurance Awareness Month
National Library Month
National Preparedness Month
National Service Dog Month
Patriot Day (recognizing 9/11/2001)
Pedestrian Safety Month

School's Open-Drive Carefully campaign
Suicide Prevention & Action Month

September-October

National Hispanic Heritage Month

October

Annual East County Hunger Walk
Breast Cancer Awareness Month
CA Farmer / Farmworker Month
Contra Costa Child Care Council Day
Domestic Violence Awareness Month
Family History Month
Fire Prevention Week
Freedom from Workplace Bullies Week
Make-a-Wish Day
National Friends of Libraries Week
Red Ribbon Week (drug prevention)
Shelter-in-Place Education Day
Teen Read Week

November

Bells of Peace-WWI Armistice Remembrance (11/11, 11a.m.)
Epilepsy Awareness Month
Law Enforcement Records & Support Personnel Appreciation Day
National Family Week
National Homeless Awareness Month
National Radiologic Technology Week

United Against Hate Week

December

National Pearl Harbor Remembrance Day

Miscellaneous

100th Birthday celebration of Oakley resident

5-1-1 Contra Costa program

Armed Forces service recognition

Artist of the Year

Autonomous Vehicle Testing as a Public Safety and Economic Development Initiative

Businessperson of the Year

Cesar Chavez East County Educator Award

Cesar Chavez Spirit Award

Citizenship / Citizen of the Year

Community / Civic / Humanitarian Service recognition

Contra Costa Board of Supervisors service

Contra Costa Commission for Women Hall of Fame inductees

Distinguished Schools

Eagle Scout recognition

Earn It! Keep It! Save It! Programs & Volunteers service recognition

East Contra Costa Historical Society

East County Reads

Girl Scout Gold Award

Girl Scout of USA anniversary

Gospel Choir Celebration Concert

It's a Girl Thing-Award of Excellence

Library Anniversary

LUHSD Athletic Hall of Fame inductees
LUHSD Graduates of Distinction
Mayor for Year of Service
Ministry Service
Mt. Diablo Habitat for Humanity recognition
National Wildlife Federation's "Mayors' Monarch Pledge"
Oakley Youth Advisory Committee service
Outstanding Academic Achievement
Outstanding Athletic Achievement
Outstanding Athletic Coach / Director
Outgoing City staff (Chief of Police, City Clerk, City Manager)
Outgoing Councilmember
Outgoing General Manager-Special District
Patriot Guard Riders service
Planning Commissioner service
Playful City USA
Police Officer recognition for life-saving action
Postmaster of City of Oakley service
Retiring K-9 service dog
Retiring school superintendent
Retiring school board member
Special District Anniversary
Sports Team accomplishments (on and off field success)

RESOLUTION NO. 136-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING
2023 MEETING DATES FOR THE REGULAR JOINT OAKLEY CITY COUNCIL/
OAKLEY CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE
OAKLEY REDEVELOPMENT AGENCY/OAKLEY PUBLIC FINANCING AUTHORITY**

BE IT RESOLVED by the City Council of the City of Oakley that the 2023 meeting dates Attached as Exhibit A for the Regular Joint Oakley City Council / Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency/Oakley Public Financing Authority are hereby approved.

PASSED, APPROVED AND ADOPTED this 13th day of December, 2022 by the following vote:

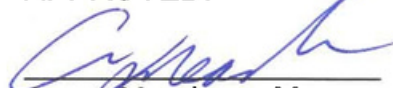
AYES: Henderson, Meadows, Shaw, Williams

NOES: Fuller

ABSTENTION:


ABSENT:

APPROVED:



Aaron Meadows, Mayor

ATTEST:



Libby Vreonis, City Clerk

12/13/22

Date



2023 REGULAR JOINT OAKLEY CITY COUNCIL/ OAKLEY CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE OAKLEY REDEVELOPMENT AGENCY / *PUBLIC FINANCING AUTHORITY MEETING DATES

Regular Joint Oakley City Council/Oakley City Council acting as the Successor Agency to the Redevelopment Agency meetings are held on the second and fourth Tuesdays at 6:30 pm in the Council Chambers, located at 3231 Main Street, Oakley, CA.

The meeting dates for 2023 are as follows:

January 10
January 24
February 14
February 28
March 14
March 28
April 11
April 25
May 9
May 23
June 13
July 11
August 8
September 12
September 26
October 10
October 24
November 14
December 12

No second meeting in the months of June, July, August, November and December

*Oakley Public Financing Authority meetings will be held jointly with the Oakley City Council / Oakley City Council Acting as the Successor Agency to the Oakley Redevelopment Agency meetings the second Tuesday of each month unless otherwise noticed.

RESOLUTION NO. 147-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPROVING
THE 2023 CITY COUNCIL COMMITTEE APPOINTMENT LIST**

BE IT RESOLVED by the City Council of the City of Oakley that the 2023 City Council Committee Appointment List attached as Exhibit A is hereby approved.

PASSED, APPROVED AND ADOPTED this 13th day of December, 2022 by the following vote:

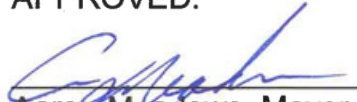
AYES: Fuller, Henderson, Meadows, Shaw, Williams

NOES:

ABSTENTION:


ABSENT:

APPROVED:

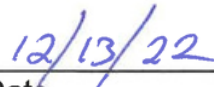


Aaron Meadows, Mayor

ATTEST:



Libby Vreonis, City Clerk



Date

Proposed 2023 City Council Committee Appointment List

Meadows, Aaron

Ad Hoc Parks Subcommittee
CalCities East Bay Division, *Voting*
CCC Mayors Conference
East County Mayors and City Managers
MCE Board
Oakley Inter-Agency Subcommittee (Public School Liaison)
TRANSPLAN/ECCRFFA/St. Route 4 Bypass (CC Rep)

Williams, Anissa

ABAG, *Alternate*
Ad Hoc Parks Subcommittee
CCC Mayors Conference, *Alternate*
East County Mayors and City Managers, *Alternate*
Oakley Inter-Agency Subcommittee (Public School Liaison)
Tri-Delta Transit

Fuller, George

ABAG, *Voting*
CalCities East Bay Division, *Alternate*
Contra Contra Costa Fire Protection District Board (Liaison)
East Bay Leadership Council (Liaison)
MCE Board, *Alternate*

Shaw, Shannon

Ironhouse Sanitary District Liaison
Tri-Delta Transit

Henderson, Hugh

Board of Green Empowerment Zone
Diablo Water District Liaison
Habitat Conservation Plan Exec. Committee/HCP Conservancy

RESOLUTION NO. 1-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPOINTING
STANDBY MEMBERS TO THE OAKLEY CITY COUNCIL IN THE EVENT OF A
DECLARED EMERGENCY**

WHEREAS, at the meeting of March 27, 2018, the Oakley City Council adopted Ordinance No. 04-18 which allows for the City Council to appoint standby members in the event of a declared emergency; and

WHEREAS, pursuant to Ordinance No. 04-18, following the initial appointment of standby City Councilmembers, standby members shall be appointed at the first regular Council meeting following the swearing-in of newly-elected or appointed City Councilmembers; and

WHEREAS, standby members have already been appointed for Mayor Meadows, Vice Mayor Williams and Councilmember Fuller; and

WHEREAS, newly elected Councilmembers Henderson and Shaw have selected standby members to appoint; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oakley that the following standby members are appointed to serve in the event of a declared emergency as a City Councilmember when the designated elected City Councilmember is "unavailable" as defined in Government Code Section 8636:

Councilmembers

Appointed Standby City Councilmember

Hugh Henderson

Christian A. Lauritzen III

Shannon Shaw

Sue Higgins

PASSED AND ADOPTED by the City Council of the City of Oakley this 10th day of January 2023 by the following vote:

AYES: Fuller, Henderson, Meadows, Shaw, Williams

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

ATTEST:



Libby Vreonis, City Clerk



Aaron Meadows, Mayor

1/10/23
Date

RESOLUTION NO. 2-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY APPOINTING THE MAYOR AND VICE MAYOR AS THE CITY COUNCIL'S SUBCOMMITTEE FOR CITY MANAGER EMPLOYMENT MATTERS

WHEREAS, the practice of the City Council has been that the Mayor and Vice Mayor serve as the Council's representatives for any negotiations with the City Manager concerning salary, benefits, and terms of employment; and

WHEREAS, the City Council desires to codify this practice by creating a City Council subcommittee for purpose of negotiations concerning City Manager employment matters; and

WHEREAS, as a condition for creation of this Subcommittee, the City Council directs that the Mayor and Vice Mayor consult with the full City Council, in a properly scheduled and noticed closed-session discussion, before commencing or continuing any negotiations with the City Manager.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Oakley appoints the Mayor and Vice Mayor as the City Council's subcommittee for negotiations with City Manager concerning any employment-related matters.

BE IT FURTHER RESOLVED, the appointment of the Mayor and Vice Mayor to this subcommittee shall continue until this resolution is modified, rescinded, or superseded by subsequent resolution.

PASSED AND ADOPTED by the City Council of the City of Oakley this 10th day of January 2023 by the following vote:

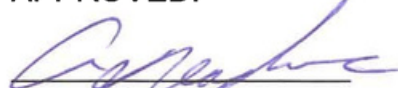
AYES: Fuller, Henderson, Meadows, Shaw, Williams

NOES:


ABSTENTION:

ABSENT:

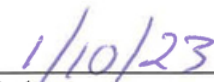
APPROVED:


Aaron Meadows, Mayor

ATTEST:



Libby Vreonis, City Clerk



Date



City of Oakley
3231 Main Street
Oakley, Ca 94561

(925) 625-7000

www.ci.oakley.ca.us

OAKLEY
—  —
CALIFORNIA