



LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA OCTOBER 15, 2025 6:00 PM

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS
9955 LIVE OAK BOULEVARD
LIVE OAK, CALIFORNIA 95953

MEMBERS OF THE COUNCIL

JERAMY CHAPDELAINE, MAYOR
AARON PAMMA, VICE MAYOR
ASHLEY HERNANDEZ, COUNCILMEMBER
NANCY SANTANA, COUNCILMEMBER
BOB WOTEN, COUNCILMEMBER

BENJAMIN MOODY,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on this agenda. Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection at City Hall, 9955 Live Oak Boulevard, Live Oak, during normal business hours. Such documents are also available on the City of Live Oak's website at www.liveoakcity.org, subject to staff's availability to post the documents before the meeting.

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the City Clerk's office at (530) 695-2112 x107. Requests must be made at least 24 hours in advance.

- **Remote Viewing:**

- Members of the public can view a livestream of the meeting online at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1.
- Members of the public can access the Zoom webinar as follows:
 - **Join by Electronic Device:**
<https://us02web.zoom.us/j/87021600256>
 - **Join by Phone:**
1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 870 2160 0256

- **Public Comment:** Members of the public can submit general public comments, as well as comment on specific agenda items in the following ways:
 - **Public Attendance:** Members of the public who attend in person may make comments from the Council Chamber podium.
 - **Email Public Comment:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via email to the City Clerk at cmenchaca@liveoakcity.org. Comments will be distributed to Council prior to the meeting and reflected in the meeting minutes. Please note that emailed comments will NOT be read aloud by staff during the meeting unless an approved accommodations request has been granted.

- **eComment Feature:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via the eComment feature at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1. Comments will be distributed to Council prior to the meeting and reflected in the meeting minutes. Please note that eComments will NOT be read aloud by staff during the meeting unless an approved accommodations request has been granted.
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CALL TO ORDER**ROLL CALL****PLEDGE OF ALLEGIANCE AND INVOCATION****CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY****PRESENTATIONS AND RECOGNITIONS****PUBLIC COMMENT**

Any person wishing to address the City Council on general jurisdictional matters or consent calendar items may do so at this time. If you are commenting on an agenda item, your comments will be heard at the time that item is scheduled for discussion. The City Council adopted a time limit of three minutes per person. The Brown Act does not allow for Council discussion of items not on the agenda. Councilmembers may only a) refer the matter to staff; b) ask for additional information; c) request a report back; or d) provide a limited factual response for items not listed on the agenda.

CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

1. City Council Meeting Minutes
Recommendation: Approve the October 1, 2025, City Council Regular Meeting minutes.
(Clarissa Menchaca, City Clerk)
2. FY 2025-26 Capital Acquisition Requests
Recommendation: 1) Approve the capital acquisition purchase of a 75 HP Tractor with Pape Machinery, Inc., Yuba City, CA in the amount of \$74,098.09 with a 20% contingency for mower and fork lift implements, with the finding that it is in the best interest of the City, utilizing FY 2025-26 budgeted funds 2) Award the purchase of a Flygt sewer pump to Pac Machine Company, Sacramento, CA in the amount of \$30,738 plus taxes and a 5% contingency, with the finding that it is in the best interest of the City.
(Luis Cibrian, Parks and Recreation Director, and Tony Wright, Chief Plant Operator)
3. Approval of the Amended and Restated Joint Exercise of Powers Agreement with Lake County for Participation in the Regional Housing Authority (RHA)
Recommendation: Approve the Amended and Restated Joint Exercise of Powers Agreement between the Counties of Sutter, Nevada, Yuba, Colusa, and Lake, and the Cities of Live Oak, Yuba City, and Colusa, for the purpose of creating a RHA.
(Gustavo Becerra, Executive Director, Regional Housing Authority)
4. Align FY 2025-26 and FY 2026-27 Salary and Benefit Changes for Non-Represented Employees with the Public Employees Union Local #1 Updates
Recommendation: Adopt a resolution establishing salary and benefits for the Non-Represented Employees, aligning changes with terms outlined in the Public Employees Union Local #1 MOU for consistency and equity across employee groups.
(Benjamin Moody, City Manager)

BUSINESS ITEMS

5. Public Safety Ad Hoc Committee
Recommendation: Establish and designate two Councilmembers to steer the Public Safety Ad Hoc Committee for a period not to exceed December 31, 2026, unless additional action is taken by Council.
(Benjamin Moody, City Manager)

6. Economic Growth Incentives – Development Impact Fee Changes
Recommendation: 1) Introduce an ordinance amending the time of payment regarding Development Impact Fees and waive the first reading; and 2) Adopt a resolution authorizing that the current Development Impact Fees be reduced by 50% effective January 1, 2026, with annual tiered increases beginning January 1, 2027.
(Benjamin Moody, City Manager)

7. Establish Job Classification Community and Economic Development Director
Recommendation: 1) Approve the Community and Economic Development Director job description and set the salary schedule to align with market compensation data. Delete the existing Community Development Director classification; and 2) Authorize the City's Finance Director to modify the FY 2025-26 budget with a supplemental appropriation in the amount of \$125,000 to fund the permanent Community and Economic Development position, allocated from appropriate funding sources.
(Benjamin Moody, City Manager)

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION**UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER****COUNCILMEMBER REPORTS / COMMENTS / REQUESTS****ADJOURNMENT**

CITY OF LIVE OAK
STAFF REPORT

Date: October 15, 2025
To: Honorable Mayor & Members of the City Council
From: Clarissa Menchaca, City Clerk

Subject: City Council Meeting Minutes

Background:

Submitted for approval are the October 1, 2025, City Council Regular Meeting minutes.

Recommendation:

Approve the October 1, 2025, City Council Regular Meeting minutes.

Attachments:

[Minutes](#)



LIVE OAK CITY COUNCIL

MINUTES
OCTOBER 1, 2025
6:00 PM

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS
9955 LIVE OAK BOULEVARD
LIVE OAK, CALIFORNIA 95953

MEMBERS OF THE COUNCIL

JERAMY CHAPDELAINE, MAYOR
AARON PAMMA, VICE MAYOR
ASHLEY HERNANDEZ, COUNCILMEMBER
NANCY SANTANA, COUNCILMEMBER
BOB WOTEN, COUNCILMEMBER

BENJAMIN MOODY,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

CALL TO ORDER

Meeting called to order by Mayor Chapdelaine at Live Oak City Council Chambers, 9955 Live Oak Boulevard, Live Oak, CA at 6:01 pm.

ROLL CALL

Present: Councilmembers Woten, Hernandez, Vice Mayor Pamma, and Mayor Chapdelaine

Absent: Councilmember Santana

Clerk's Note: Councilmember Santana arrived at 6:04 pm.

PLEDGE OF ALLEGIANCE AND INVOCATION

Vice Mayor Pamma led the Pledge of Allegiance. Councilmember Woten delivered the invocation.

CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY

There were no corrections and/or changes.

PRESENTATIONS AND RECOGNITIONS

There were no presentations and/or recognitions.

PUBLIC COMMENT

The following member of the public submitted a written public comment: Marcus Prasad.

The following member of the public addressed the Council: Fire Captain Peri Del Rio.

CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

MOTION: APPROVE THE CONSENT AGENDA.
(MOTION: WOTEN; SECOND: PAMMA)

VOTE: MOTION PASSED UNANIMOUSLY

1. City Council Meeting Minutes
Clarissa Menchaca, City Clerk
Council action: September 17, 2025, City Council Regular Meeting minutes approved.
2. 2025 City Hall Holiday Closure
Benjamin Moody, City Manager
Council action: Authorized the closure of City Hall to the public from Thursday, December 24, 2025, through Friday, January 2, 2026.

BUSINESS ITEMS

3. Memorandum of Understanding (MOU) with Public Employees Union Local #1 - Amendment
Benjamin Moody, City Manager

Benjamin Moody, City Manager, provided a report for the Council.

The following member of the public addressed the Council: Ron Slaven, Union Representative.

MOTION: **1) AUTHORIZE CITY MANAGER TO APPROVE MOU WITH PUBLIC EMPLOYEES UNION LOCAL #1; AND
2) APPROVE MODIFIED SALARY SCHEDULE.
(MOTION: CHAPDELAINE; SECOND: SANTANA)**

VOTE: **MOTION PASSED UNANIMOUSLY**

4. Fiscal Budget to Actual and Cash Flow Analysis with Recommendations
Benjamin Moody, City Manager

Benjamin Moody, City Manager, provided a report for the Council.

James Ramsey, Finance Director, addressed questions from the Council.

Sutter County Captain Jason Piazza addressed the Council.

Public Comment was opened and closed without any speakers.

Council action: Provided direction to staff to pursue implementation of the following cost-saving and revenue-increasing options:

- 1) Delay Capital Outlay expenses in FY 2025 that are not immediately critical to the operations and functions of the City; Pool Resurfacing project, Garden Glen Park Improvements, Sewer - Ash St. Hatch, and Water infrastructure projects that will not immediately affect the health and safety of the public and employees, or as otherwise approved by City Council;
- 2) Direct staff to review the Master Schedule of Fees to recommend increases to align with costs and community needs, including pool and recreation program fees;
- 3) Direct staff to initiate municipal code and fee changes to development impact fee collection processes and amounts to help spur economic development and revenue generation; and

- 4) Direct staff to begin investigating revenue options, including modifying the existing special property taxes, implementing new public safety specific property tax, and/or general sales tax revenue options.

MOTION: **1) AUTHORIZE THE CITY MANAGER TO INITIATE THE 12-MONTH PRIOR, WRITTEN CONTRACT TERMINATION PROCESS WITH SUTTER COUNTY SHERIFF, CONTRACT 2024-005, AND BEGIN RENEGOTIATIONS TO ESTABLISH CONTRACT SERVICES THAT THE CITY CAN SUSTAINABLY AFFORD. SETTING THE EXISTING CONTRACT END DATE TO NOVEMBER 30, 2026, IF RENEGOTIATED AMENDMENTS AND/OR NECESSARY REVENUES ARE NOT ESTABLISHED; 2) AUTHORIZE THE CITY MANAGER TO INITIATE THE 12-MONTH PRIOR, WRITTEN CONTRACT TERMINATION PROCESS WITH SUTTER COUNTY FIRE, CONTRACT 2023-013, AND BEGIN RENEGOTIATIONS TO ESTABLISH CONTRACT SERVICES THAT THE CITY CAN SUSTAINABLY AFFORD. SETTING THE EXISTING CONTRACT END DATE TO NOVEMBER 30, 2026, IF RENEGOTIATED AMENDMENTS AND/OR NECESSARY REVENUES ARE NOT ESTABLISHED; AND 3) BRING BACK AN AGENDIZED ITEM TO ESTABLISH AN AD HOC COMMITTEE FOR BOTH FIRE AND POLICE.**

(MOTION: WOTEN; SECOND: PAMMA)

VOTE: **MOTION PASSED 4-1**

AYES: **COUNCILMEMBERS WOTEN, HERNANDEZ, VICE MAYOR PAMMA, AND MAYOR CHAPDELAINE**

NOES: **COUNCILMEMBER SANTANA**

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

There were no items removed from the Consent Agenda for Council consideration and action.

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

City Manager Benjamin Moody expressed his sadness over the sudden passing of City Engineer Scott Rolls and requested that the meeting be adjourned in his memory. Mr. Moody also highlighted Mayor Chapdelaine's recent interview on 93Q. He further shared that, behind the scenes, staff continue to work on several water and wastewater improvement projects essential to maintaining the City's infrastructure.

COUNCILMEMBER COMMENTS

Councilmember Santana requested an update on the status of the banners.

Vice Mayor Pamma expressed his sadness over the passing of City Engineer Scott Rolls and thanked the City Manager and staff for their continued hard work and dedication to the community.

Councilmember Woten requested a moment of silence in memory of Retired Captain Rick Fenn and shared his recent participation in the Regional Housing Authority Board of Commissioners meeting.

Councilmember Hernandez expressed her condolences to all families who have recently lost loved ones, particularly Scott Rolls. She also reported attending a meeting of the Yuba-Sutter Chamber of Commerce, noting that the Chamber and the Yuba-Sutter Economic Development Corporation have joined forces, creating another valuable resource for local businesses.

Mayor Chapdelaine reported on his attendance at the Regional Housing Authority Board of Commissioners meeting and the Sacramento Area Council of Governments meeting. He extended his condolences to the friends and families of Scott Rolls and Retired Captain Rick Fenn.

ADJOURNMENT

Mayor Chapdelaine adjourned the meeting at 8:09 pm in memory of Scott Rolls and Rick Flenn.

Jeramy Chapdelaine, Mayor

ATTEST:

Clarissa Menchaca, City Clerk

CITY OF LIVE OAK STAFF REPORT

Date: October 15, 2025
To: Honorable Mayor & Members of the City Council
From: Tony Wright, Chief Plant Operator, and Luis Cibrian, Parks and Recreation

Subject: FY 2025-26 Capital Acquisition Requests

Summary: Recommendation: 1) Approve the capital acquisition purchase of a 75 HP Tractor with Pape Machinery, Inc., Yuba City, CA in the amount of \$74,098.09 with a 20% contingency for mower and fork lift implements, with the finding that it is in the best interest of the City, utilizing FY 2025-26 budgeted funds
2) Award the purchase of a Flygt sewer pump to Pac Machine Company, Sacramento, CA in the amount of \$30,738 plus taxes and a 5% contingency, with the finding that it is in the best interest of the City.

Fiscal Impacts: \$90,000 - Fund 12 - Water Fund; Account 5703 - Equipment (\$100,000 budgeted)
\$35,000 - Fund 13 - Sewer Fund; Account 5703 - Equipment (\$65,000 budgeted)

Purpose:

To authorize capital acquisition requests for essential items that were planned for in the current year budget.

Background:

The City of Live Oak has been deferring the purchase of a new tractor for about three years now. The City currently has a 2006 John Deere model 4320 compact utility tractor. This tractor was purchased by the City's Parks Department back in 2006. This tractor has 3,842 hours on it. The City tractor can be unreliable at times because of mechanical issues and heavy-duty performance. This has caused issues in different departments and delayed projects. This is a serious concern because four different departments depend on this tractor. The life expectancy of this tractor is about 4,000 hours with proper maintenance. With regular maintenance it can last 20-30 years. The tractor will be entering its 20th year in January. With maintenance needs increasing with age, and the downtime of aging equipment, this can be a disruption to City services, leading to delays and additional expenses. The current tractor should be used as a backup and not as the City's primary workhorse.

Agenda Item 2.

The primary purpose of the wastewater treatment facility plant drain pump station is to receive plant drainage and overflows, and to convey these sources to the secondary feed pump station for recycling into the normal influent flow. There are two 20HP sewer pumps in the plant drain pump station that have been in operation for 13 years. The plant drain pump station is critical to keep the wastewater plant from having overflows onto the facility and surrounding properties.

Analysis:

The City needs a heavy-duty tractor that can accommodate all City jobs such as landscaping, street maintenance, and hauling materials. To ensure the continued efficiency and safety of its day-to-day operations, staff recommends that the City purchase a new 2025 John Deere model 5075. The City will be getting a more powerful tractor and upgrading from our current 48 horsepower to 75 horsepower. The new tractor also offers four-wheel drive, something our old John Deere doesn't offer. A new tractor offers improved fuel efficiency, updated safety features, and compatibility with modern attachments, which can expand its versatility across departments. Multiple quotes and tractor models were evaluated. Staff determined that the John Deere from Pape Machinery, Inc. of Yuba City provided a product that had the best comprehensive value of amenities and long term value for the City. The City expects to utilize the equipment for 20+ years.

Additionally, investing in a new tractor can support sustainability goals by reducing California emissions and operating more efficiently than our current model.

This new tractor will meet any new City demand if the City is expanding or taking on new infrastructure projects. Ultimately, the purchase of a new tractor is a proactive step to maintain service quality and reduce long-term costs. This will support the overall functionality of all City operations.

The Wastewater Treatment Facility Plant drain pump station 20 HP Flygt sewer pump needs to be repaired. The repair cost amounts to \$35,142.23, while a new 20 HP Flygt sewer pump cost is \$30,738 plus taxes.

Staff contacted Flygt Pump vender Pac Machine Company to solicit bids for a Flygt Pump Model NP3153.095 20HP, 460/230 Volt sewage pump.

Fiscal Impact:

\$90,000 - Fund 12 - Water Fund; Account 5703 - Equipment (\$100,000 budgeted)

\$35,000 - Fund 13 - Sewer Fund; Account 5703 - Equipment (\$65,000 budgeted)

Recommendation:

1) Approve the capital acquisition purchase of a 75 HP Tractor with Pape Machinery, Inc., Yuba City, CA in the amount of \$74,098.09 with a 20% contingency for mower and fork lift implements, with the finding that it is in the best interest of the City, utilizing FY 2025-26 budgeted funds

2) Award the purchase of a Flygt sewer pump to Pac Machine Company, Sacramento, CA in the amount of \$30,738 plus taxes and a 5% contingency, with the finding that it is in the best interest of the City.

Attachments:

5075E John Deere

Kubota M4D-071

New Holland 75

Pump

Quote Id: 33283728

Prepared For:
CITY OF LIVE OAK

Prepared By: **Madrigal Jose**

Pape Machinery, Inc.
1549 Colusa Highway
Yuba City, CA 95993

Tel: 530-673-8283
Fax: 530-673-0388
Email: jmadrigal@papemachinery.com

Date: 06 August 2025

Offer Expires: 13 August 2025

Quote Summary

Prepared For

CITY OF LIVE OAK
9955 LIVE OAK BLVD
LIVE OAK, CA 95953
Business: 530-681-1859

Prepared By

Madrigal Jose
Pape Machinery, Inc.
1549 Colusa Highway
Yuba City, CA 95993
Phone: 530-673-8283
jmadrigal@papemachinery.com

This sale is subject to Papé's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at www.pape.com/terms, and will also be sent by mail or e-mail to the purchaser upon request.

Quote Id: 33283728
Created On: 06 August 2025
Last Modified On: 06 August 2025
Expiration Date: 13 August 2025

Equipment Summary	Selling Price	Qty	Extended
2025 JOHN DEERE 5075E Cab Utility Tractor - 1PY5075ECSS428809	\$ 59,312.97	X 1 =	\$ 59,312.97
JOHN DEERE 520M Loader	\$ 9,769.63	X 1 =	\$ 9,769.63
Equipment Total			\$ 69,082.60
Trade In Total			\$ 0.00

Quote Summary

Equipment Total	\$ 69,082.60
Trade In	
CA Tire Fee	\$ 7.00
SubTotal	\$ 69,089.60
Sales Tax - (7.25%)	\$ 5,008.49
Total	\$ 74,098.09
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 74,098.09



JOHN DEERE

Selling Equipment

Quote Id: 33283728

Customer: CITY OF LIVE OAK

2025 JOHN DEERE 5075E Cab Utility Tractor - 1PY5075ECSS428809

Hours: 2
Stock Number: SS428809

Code	Description	Qty
08C1LV	JOHN DEERE TRACTOR,MFWD,PRT,CAB,R4 08C1LV	1

Standard Options - Per Unit

V183N	JDLINK MODEM	1
V0202	UNITED STATES - COUNTRY CODE	1
V0409	5E ENGLISH OM	1
V0500	LESS PACKAGE	1
V1381	5E 12/12 PR TRANS	1
V1725	LOADER PREP PACKAGE	1
V2060	5E PREMIUM CAB	1
V3325	5E TWO MEC STAC REAR SCV	1
V3430	5E TRPL MID SCV	1
V5184	16.9-24 6PR R4 BIAS	1
V6040	5E MFWD	1
V6133	12.5/80-18 6PR I3 BIAS	1

JOHN DEERE 520M Loader

Hours:
Stock Number:

Code	Description	Qty
14B1P	520M Loader	1

Standard Options - Per Unit



Selling Equipment

Quote Id: 33283728

Customer: CITY OF LIVE OAK

0202	United States	1
0409	English	1
0500	Less package	1
1995	Less mounting frame	1
2511	520M Standard Farm Loader, Non-Self-Leveling (NSL) - Three-function	1
3591	Three-Function Hoses and Parts	1
4659	Three-Function Mid-Mount Quick Couplers	1
5995	Less hood guard	1
6995	Less ballast box	1
7610	Global carrier	1
8215	1850-mm (73-in.) global heavy-duty bucket	1
Other Charges		
	Freight	1
	Setup	1

-- Standard Features --

-- Custom Options --



M Series

**M4D-071HDC12
UTILITY CAB TRACTOR, 4WD, HYDRAULIC SHUTTLE
TRANSMISSION**

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Kubota V3307 Direct Injection
3.3L (203 cu. in.) 4 Cyl
EPA Tier 4 Emission Certified
SAE Gross HP:74.3
Engine Net HP: 68.7
Max . PTO HP: 60
Common Rail Electronic Fuel
Electronic Engine Management
Constant RPM Management
Turbocharged
130 Amp Alternator
12V 900 CCA Battery

FLUID CAPACITY

Fuel Tank Capacity Cab: 23.8 gal
Cooling System:10.6 qts
Crankcase:12.7 qts
Hydraulics/Trans:50.8 qts
Hydraulics 10.6 gal
Front Axle 4WD: 5.8 qts

INSTRUMENTS

Tachometer/Hour meter
Oil Pressure
Fuel Gauge
Coolant Temperature

**EXHAUST EMISSION CONTROL
TYPE**

DPF System (Diesel Particulate Filter)

**CAB (Ultra Grand Cab Category
II)**

Category 2 Pressurized
Flat Deck
Suspension Seat w/ Retractable
Seat Belt and Adjustable Armrests
Adjustable backrest and headrest
Dual Level Air Conditioning & Heater
Front Wiper w/ Washer - 2 Speed
Radio Ready, includes 2 Speakers
Antenna and Wiring Harness
2 Doors, Frameless all glass
Left & Right Side Steps
High Visibility Roof Panel
Sun Visor
Tilt Steering Wheel
Interior Dome Light
Accessory Plug 12V -15 Amp
Cup Holder
Ashtray
Horn
Interior Console Light

REMOTE VALVES

M4 Standard (1) SCD (Self Canceling Detent)
M4 Deluxe (2) SCD (Self Canceling Detent)
FD (Floating Detent)

3 POINT HITCH & DRAWBAR

Cat I/II 3-Point Hitch
@ Lift Points: 4189
(ASAE)@24" Behind:3307
Telescoping Lower Links
Telescoping Stabilizers
Swinging Drawbar - Straight

POWER TAKE OFF

Live-Independent Hyd. PTO
SAE 1 3/8" Six Spline
540 RPM @ 2160 Eng. RPM
540/540E Economy Optional on Standard
Model
Provides 540 PTO @ 1828 Eng. RPM

TRANSMISSION

Fully Synchronized Transmission
12F / 12R Electro Hydraulic-Shuttle
Electronic De-clutch Button
Planetary Final Drives
Rear Differential Lock

FRONT AXLE

Hydrostatic Power Steering
4WD: Cast Iron, Bevel Gear 55 Deg

LIGHTING

2 Headlights - Tail lights
2 Hazard Flasher Lights w/Turn Signals

M4D-071HDC12 Base Price: \$63,782.00

(1) 3RD POSITION LEVER KIT M7355-3RD POSITION LEVER KIT	\$185.00
(1) SCD (SELF CANCELING DETENT) M7610-SCD (SELF CANCELING DETENT)	\$908.00
(1) DRAWBAR CLEVIS M9594-DRAWBAR CLEVIS	\$92.00
(1) FRONT LOADER (2 LEVER TYPE QUICK COUPLER) LA1154A-FRONT LOADER (2 LEVER TYPE QUICK COUPLER)	\$6,722.00
(1) STD VALVE KIT FOR M4-061 / M4-071 M6870-STD VALVE KIT FOR M4-061 / M4-071	\$1,282.00
(1) 84" 2 LEVER QUICK COUPLER BUCKET M1815-84" 2 LEVER QUICK COUPLER BUCKET	\$1,197.00
(1) HYDRAULIC QUICK COUPLER M1869-HYDRAULIC QUICK COUPLER	\$909.00
(1) KSR ACCUMULATOR FOR M4-061 / M4-071 M6871-KSR ACCUMULATOR FOR M4-061 / M4-071	\$785.00
(1) AIR RIDE SEAT SUSPENSION UPGRADE KIT M9270-AIR RIDE SEAT SUSPENSION UPGRADE KIT	\$721.00
(1) M5 AIR RIDE SEAT WIRING HARNESS PNF M9205-M5 AIR RIDE SEAT WIRING HARNESS PNF	\$28.00
(1) REAR WINDOW DEFOGGER KIT, M4 M7387-REAR WINDOW DEFOGGER KIT, M4	\$648.00
(1) EXTERNAL 3 PT CONTROLLER KIT, M4 M7385-EXTERNAL 3 PT CONTROLLER KIT, M4	\$184.00
(1) MID MOUNT WORK LIGHT KIT, M4 LED M7377-MID MOUNT WORK LIGHT KIT, M4 LED	\$656.00

Configured Price: \$78,099.00

Sourcewell Discount: (\$17,181.78)

SUBTOTAL: \$60,917.22

2Yr M4D-071HDC12 Extended Warranty \$2,500.00

2Yr FRONT LOADER (2 LEVER TYPE QUICK
COUPLER) Extended Warranty \$500.00

Factory Assembly: \$325.00

Dealer Assembly: \$1,098.17

Freight Cost: \$1,150.00

PDI: \$400.00

additional labor to install seat, rear defrost, ksr
accumulator, and loader hydraulic disconnect \$3,000.00

Total Unit Price: \$69,890.39

Quantity Ordered: 1

city tax \$5,067.05

Final Sales Price: \$74,957.44

Purchase Order Must Reflect Final Sales Price.

**To order, place your Purchase Order directly with the quoting
dealer**

SELECTED TIRES

sub515

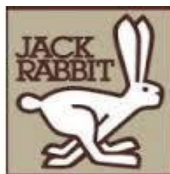
FRONT - LSW320/70R24 GDYR OPTI R1W

REAR - TITN 420/75R34 142D R1W 8BOLT

***All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price.** All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

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198.143.34.31



Quote

Date: 08/11/25

LUIS 530 415-2640

BEELER TRACTOR

CITY OF LIVE OAK
9955 LIVE OAK BLVD
LIVE OAK, CA. 95953

Expiration Date:
lcibrian@liveoakcity.org

Salesperson	Ship Via	Pick	Payment Terms
TOM BEILBY		Yuba City	
Delivery			

Qty	Model #		Line Total
		New Equipment	
1	WM75	1 NEW 2025 NEW HOLLAND WORK MASTER UTILITY 75	\$62,600.00
		TRACTOR-ALL WEATHER CAB-LOADER WITH BUCKLET	
		4 WHEEL DRIVE-3 CYL TURBOCHARGER INTER COOLED	
		74 HORSEPOWER FPT DIESEL ENGINE-12 X 12 POWER	
		SHUTTLE TRANSMISSION-540 RPM PTO- 3 POINT HITCH	
		INDUSTRIAL TIRES-DIFFERENTIAL LOCK-REAR WHEEL	
		WEIGHTS-3 REMOTE VALVES-DRAWBAR	
		NOTE: SUTTER COUNTY SALES TAX 7.25%	
		NOTE: TRACTOR WILL BE DELIVERIED IF PURCHASED	
		Price is subject to change	

Tom Beilby
Beeler Tractor Co.
Yuba city Ca
(530)6354068

Subtotal	\$62,600.00
Down payment	
Ca tire	\$ 7.00
Tax	\$ 4,538.50
	\$67,145.50

This is a quotation on the goods named, subject to the conditions noted below:

Returns are not allowed on equipment purchases. There is no provision for a "cooling off" period.

All deposits on equipment purchases are non-refundable. Prices quoted are based on cash.

To accept this quotation, sign here and return: _____

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AGRICULTURAL, HOME OWNER & INDUSTRIAL EQUIPMENT
SALES • SERVICE • PARTS

Quote

Date:

Expiration Date:

To:

Salesperson	Ship Via	Pick Up / Del	Delivery Date	Payment Terms
Mark Blackmore	Our Truck	Del		CASH

Qty	Model #	Description	Unit Price	Line Total
1				
1				
1				
1				
1				

Subtotal

Trade In

Sales Tax 7.250%

Total

Quotation prepared by: **Mark Blackmore**

If you have any questions regarding this quote please contact me

Phone (530) 953-5876 Email: mark@millereq.com

This is a quotation on the goods named, subject to the conditions noted below:

Returns are not allowed on equipment purchases. There is no provision for a "cooling off" period.

All deposits on equipment purchases are non-refundable. Prices quoted are based on cash.

To accept this quotation, sign here and return: _____

Thank you for the opportunity to quote you on your equipment needs.

2025 Barney Road Anderson, CA 96007

Phone 530-378-1116 Fax 530-378-0603

www.millereq.com

New
pump



Pac Machine Company

SACRAMENTO, BENICIA, CA
SPARKS, NV

From: Gerard Marquez
Pac Machine Company
8570 23rd Ave
Sacramento, CA 95826
Phone: (916) 387-1336
Fax: (916)387-1380

To: Tony Wright
Of: City of Live Oak
Email/Fax: twright@liveoakcity.org>
Phone: (530)251-7447
Re: Flygt 3153 Pump Quote
Date: 10.01.25

Call Gerard Marquez @ mobile 916-416-2252 or email @ gerard@pacmachine.com w/questions.
Per your request we're pleased to quote the following.

Qty	Description	Price Each	Amount
1	Flygt Model NP-3153.095 6" volute sewage pump equipped with a 460 Volt / 3 phase, 60 Hz, 20HP motor, MT 433 impeller, 50 Ft subcab power cable. Includes guide pin and drilled for flush valve. FM approved and explosion proof. Hard Iron Self Cleaning Impeller.	\$30,388.00	\$30,388.00
1	Freight	\$350.00	\$350.00
	Delivery: 12-14 weeks FOB Sweden Taxes not included		
	TOTAL		\$30,738.00

Please call with any questions.

Regards,

Gerard Marquez

8750 23RD Avenue, Sacramento, CA 95826

PH: (916) 387-1336

FAX: (916) 387-1380

5326 Gateway Plaza Dr, Benicia, CA 94510

PH: (707) 746-4940

FAX: (707) 746-1845

1246 Glendale Ave, Sparks, NV 89431

PH: (775) 359-8500

FAX: (775) 359-0818

460 W Silver Street # 101, Elko, NV 89801

PH: (775) 777-1909

FAX: (775) 777-9732

Date: 10.1.2025

Rec'd by: BRANDON

Rec'd by: _____

Date: _____

Qty	Part #	Description	Total
1	6571709	BASIC REPAIR KIT	\$4,152.00
50'	941982	CABLE	\$3,700.00
1	6421200	SEAL HOUSING	\$1,668.00
1	6964935	IMPELLER	\$5,799.00
1	7022800	INSERT RING	\$1,123.00
7	830456	SCREWS	\$56.00
8	835361	CLAMPS	\$304.00
3	835358	CLAMPS	\$45.00
2	835354	SUPPORT	\$26.00
1	835350	PART	\$9.00
1	6082211	ADAPTER	\$2,612.00
1	6081302	JACKET	\$774.00
1	6081402	DIFFUSER	\$471.00
1	7201400	SLEEVE	\$306.00
2	841804	SEAL SCREW	\$112.00
3	7250600	PLUG	\$18.00
1	830455	SCREW	\$38.00
1	6419305	STATOR	\$3,411.00
1	6419806	SHAFT	\$2,675.00
1	7345900	EL. LEAD	\$88.00
1	6505100	CABLE UNIT	\$155.00
1	6630400	SENSOR	\$567.00
1	6083100	WASHER	\$13.00
4	6084200	BOLT	\$60.00
1	823800	WASHER	\$8.00
1	INSIDE SHOP	SANDBLAST	\$120.00
1	OUTSIDE	SANDBLAST & EPOXY	\$800.00
15	LITERS	Coolant	\$200.00
		Shop Materials	\$100.00
	FRT	Outside Work	\$800.00
		Hr. Labor	\$2,800.00
		Total Parts	\$29,410.00
		TAX 7.25%	\$2,132.23
		Total	\$35,142.23

CITY OF LIVE OAK STAFF REPORT

Date: October 15, 2025

To: Honorable Mayor & Members of the City Council

From: Gustavo Becerra, Executive Director, Regional Housing Authority, City Clerk

Subject: Approval of the Amended and Restated Joint Exercise of Powers Agreement with Lake County for Participation in the Regional Housing Authority (RHA)

Summary: Recommendation: Approve the Amended and Restated Joint Exercise of Powers Agreement between the Counties of Sutter, Nevada, Yuba, Colusa, and Lake, and the Cities of Live Oak, Yuba City, and Colusa, for the purpose of creating a RHA.

Fiscal Impact: There is no direct fiscal impact to the City of Live Oak associated with approving the Amended and Restated Joint Exercise of Powers Agreement.

Purpose:

Obtain City Council approval of the Amended and Restated Joint Exercise Powers Agreement to include Lake County as a participating member of the RHA.

Background:

The RHA provides rental assistance through the Housing Choice Voucher (HCV) program to eligible clients within multiple jurisdictions, as authorized by the Amended and Restated Joint Exercise of Powers Agreement approved in July 2016.

The Lake County Housing Authority has expressed a desire to consolidate the management and operations of its HCV, Emergency Housing Voucher (EHV), and Veterans Affairs Supportive Housing (VASH) programs with a larger regional entity. This consolidation aims to improve program administration and efficiency through a unified RHA.

Analysis:

At its meeting on April 16, 2025, the RHA Board of Commissioners approved a proposal to consolidate with Lake County to administer Lake County's HCV (Section 8), EHV, and VASH programs, as well as the associated Annual Contributions Contract.

In accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD), approval from each participating jurisdiction is required before the

Agenda Item 3.

consolidation can be finalized. The inclusion of Lake County in the RHA will expand the reach and administrative capacity of the regional agency, fostering greater consistency and resource sharing across participating counties and cities.

Approval of the Amended and Restated Joint Exercise of Powers Agreement will allow the City of Live Oak to continue participation in the RHA and support the inclusion of Lake County, enhancing coordination and delivery of housing assistance programs across the region.

Fiscal Impact:

There is no direct fiscal impact to the City of Live Oak associated with approving the Amended and Restated Joint Exercise of Powers Agreement.

Recommendation:

Approve the Amended and Restated Joint Exercise of Powers Agreement between the Counties of Sutter, Nevada, Yuba, Colusa, and Lake, and the Cities of Live Oak, Yuba City, and Colusa, for the purpose of creating a RHA.

Attachments:

[Letter to Approve Amended JPA](#)

[Amended Restated JPA of HA admitting Lake Co - Redline](#)

[Amended Restated JPA of HA admitting Lake Co - Clean Copy](#)

[Signature Page](#)



REGIONAL HOUSING AUTHORITY

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www.RegionalHA.org

October 2, 2025

City Council
City of Live Oak
9955 Live Oak Blvd.
Live Oak, CA 95953

RE: Consolidation with Lake County

The Regional Housing Authority (RHA) provides rental assistance through the Housing Choice Voucher program for clients in several jurisdictions as per the Amended and Restated Joint Exercise of Powers Agreement approved in July 2016. Lake County Housing Authority has expressed a desire to consolidate its management and operations of its entire Housing Choice Voucher, Emergency Housing Vouchers (EHV) and Veterans Affairs Supportive Housing (VASH) assistance programs with a larger entity to create an area housing authority.

At the April 16, 2025, meeting of the Regional Housing Authority (RHA) Board of Commissioners it was approved to consolidate with Lake County to administer their Housing Choice Voucher (Section 8), EHV and VASH assistance programs and its associated Annual Contributions Contract. As per the U.S. Department of Housing and Urban Development (HUD), approval from the respective jurisdictions is required before the consolidation with Lake County can be finalized.

The Regional Housing Authority requests the City of Live Oak City Council approve the attached Amended and Restated Joint Exercise of Powers Agreement between Sutter, Nevada, Yuba, Colusa and Lake Counties, and the Cities of Live Oak, Yuba City and Colusa, for the purpose of creating a Regional Housing Authority.

Sincerely,



Gustavo Becerra
Executive Director

AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT
BETWEEN SUTTER, NEVADA, YUBA, COLUSA AND LAKE COUNTIES, AND
THE CITIES OF LIVE OAK, YUBA CITY AND COLUSA, FOR THE PURPOSE OF
CREATING A REGIONAL HOUSING AUTHORITY

THIS AMENDED AND RESTATED AGREEMENT (“Agreement”) is made and entered into effective November 1, , 2025, by and between the counties of Sutter, Nevada, Yuba, Colusa and Lake (collectively “Counties”) and the cities of Yuba City, Live Oak and Colusa (collectively “Cities”). Counties and Cities are collectively referred to as “Members” or “Member Agencies.” This Agreement supersedes and repeals the “Agreement Creating the Regional Housing Authority of Sutter & Nevada Counties” approved as of April 20, 2011 (“Original Agreement”) and the Amended and Restated Agreement (“Agreement”) approved as of July 6, 2016.

WITNESSETH

WHEREAS, each Member is empowered by law to establish a housing authority within its respective geographical territory, pursuant to Health & Safety Code sections 34340, et seq (the “Housing Authority Law”) and to participate in federal housing programs; and

WHEREAS, Government Code Section 6500, et seq, (the “JPA Law”) authorizes public agencies to enter into an agreement related to the joint exercise of power common to the parties to the Agreement, and the exercise of such additional powers as granted under the JPA Law; and

WHEREAS, Health & Safety Code Section 34324 allows two or more authorities to join or co-operate with one another in the joint exercise of any or all of their powers, including the ability to form a Regional Housing Authority; and

WHEREAS, each Member has determined by resolution that it has a need for a Housing Authority to function within its jurisdiction, that a housing authority exists within its jurisdiction (except in the case of the County of Colusa and City of Colusa) and that said housing authority is duly authorized by law to participate in a Regional Housing Authority as contemplated by this Agreement; and

WHEREAS, in 1946 the County of Sutter established a County Housing Authority, which duly operated as such until 1994 under the applicable provisions of the Housing Authority Law; and

WHEREAS, the cities of Live Oak and Yuba City declared a need for a housing authority within their respective jurisdictions and made the statutory findings to support said need, as required by Health & Safety Code sections 34242 and 34243; and

WHEREAS, in 1992 the County of Sutter and the cities of Live Oak and Yuba City formed a consolidated housing authority known as the Consolidated Area Housing Authority of Sutter County, which duly operated as such until 2011; and

WHEREAS, in 1992 the County of Nevada established a County Housing Authority, which duly operated as such until 2011; and

WHEREAS, in April 2011 the Consolidated Area Housing Authority of Sutter County and the Nevada County Housing Authority entered into a Joint Exercise of Powers Agreement to create the Regional Housing Authority of Sutter & Nevada County, which has duly operated as a regional housing authority since that time; and

WHEREAS, in 1980, the County of Yuba established a County Housing Authority, which has duly operated as such since then; and

WHEREAS, in 2016, the County of Colusa declared a need for a housing authority within their respective jurisdictions and made the statutory findings to support said need, as required by Health & Safety Code sections 34242 and 34243;

WHEREAS, in 2016, the City of Colusa declared a need for a housing authority within their respective jurisdictions and made the statutory findings to support said need, as required by Health & Safety Code sections 34242 and 34243;

WHEREAS, in 2025, the County of Lake declared a need for a housing authority within their respective jurisdictions and made the statutory findings to support said need, as required by Health & Safety Code sections 34242 and 34243;

WHEREAS, the Member Agencies deemed it necessary and appropriate to create a separate public entity under a joint exercise of powers agreement, to form, participate in and operate a Regional Housing Authority encompassing the geographical territories of the Member Agencies to address regional and area-wide housing problems, combine their respective resources and direct their respective efforts in a more concentrated manner toward the alleviation of such problems. The Members further recognize that the creation of a Regional Housing Authority will permit unified long-term approaches to addressing housing issues within expanded yet cohesive areas of operation; and,

WHEREAS, upon the adoption of this Agreement and the appointment of all additional Commissioners hereto, title to all properties owned or held by or in trust for the housing authorities operated by the County of Lake, together with all debts, demands, liabilities or other obligations existing in favor of or against such housing authorities shall become those of the Regional Housing Authority.

NOW THEREFORE, the Boards of Supervisors of the Counties of Sutter, Nevada, Yuba, Colusa and Lake and the City Councils of Live Oak, Yuba City and Colusa for and in consideration of the mutual promises and agreements herein contained do agree as follows:

1. Formation of Agency. The Regional Housing Authority of Sutter and Nevada Counties ("Authority") was established in 2011 as an authority and a public entity separate and distinct from its Members, and which may sue and be sued. The Authority is hereby amended to add the County of Lake as a Member Agency and, is hereby renamed as the Regional Housing Authority, serving the communities of Sutter, Nevada, Yuba, Colusa and Lake Counties. A county or city may become a Member of the Authority upon (1) its governing body expressly ratifying and adopting this Agreement, and (2) amendment of this Agreement pursuant to Paragraph 14, below.

2. Purpose. The purpose of this Agreement is to create a separate public entity to provide for the joint participation by Members, as Members of the Authority, to:
 - (a) Address regional and area wide housing problems;
 - (b) Provide for unified long-term approaches to addressing housing needs within the scope of the Authority's jurisdiction;
 - (c) Prevent unnecessary duplication of effort on behalf of Members;
 - (d) Assume any additional purposes, duties and functions as may be determined by all parties to this Agreement.
3. Powers. The Authority shall have any and all common powers of the individual housing authorities organized and operated by the parties to this Agreement, and the powers separately conferred by law upon the Authority. All such powers, whether common to the parties or separately conferred by law upon the Authority, are specified as powers of the Authority except any such powers that are specifically prohibited to the Authority by applicable law. The Authority's exercise of its powers is subject to the restrictions upon the manner of exercising the powers of any of its respective Member Agencies.
4. Governing Board. The governing board of the Authority shall be referred to as the "Board of Commissioners" and shall be composed of the following Commissioners:
 - (a) Member Representatives. Two (2) persons appointed by the governing bodies of each Member Agency.
 - (b) Tenant Representative. As required by Health & Safety Code Section 34246.5, one Tenant Commissioner to be recommended by the Board of Commissioners and jointly appointed by the governing bodies of all Member Agencies. The Tenant Commissioner shall be a tenant of the Authority as of the date of his or her appointment to the Board.
 - (c) Vacancies. Vacancies shall be filled in the same manner as the initial Commissioners are selected.
 - (d) Notification of Appointments. Member Agencies shall notify the Secretary of the Housing Authority, in writing, of all appointments to the Authority Board.
 - (e) Elected Member Representative Terms. Elected Member Representatives shall be appointed to a one (1) year term commencing on January 31 of each year; provided, however, that no such Commissioner shall continue to be a Commissioner if the appointing board or council ceases to be a Member Agency.
 - (f) Non-Elected Member Representative Terms. Non-Elected Member Representatives shall be appointed to a four (4) year term commencing on January 31 of the year of their appointment; provided, however, that no such Commissioner shall continue to be a Commissioner if the appointing board or council ceases to be a Member Agency.
 - (g) New Member Representatives. New Member Agencies shall designate Member Representative to serve for a term of either one (1) year commencing on January 31 of the year of their appointment if they are an Elected Member Representative or a Non-Elected Member Representative to serve a term of four (4) years commencing on January 31 of the year they are appointed. All successor appointees to the Board shall be

- appointed to either a one year term or a four (4) year term, except that all mid-term vacancies shall be filled only for the unexpired portion of the term.
- (h) Tenant Representative Terms. The term of office of the Tenant Representative shall be two (2) years commencing on January 31 of the year of their appointment; provided, however, that no such Representative shall continue to be a Commissioner if the Representative ceases to be a tenant of the Authority. All successor Tenant Representatives shall be appointed to two (2) year terms, except that all mid-term vacancies shall be filled only for the unexpired portion of the term.
 - (i) Removal of Commissioners. Pursuant to Health & Safety Code section 34282, Commissioners may be removed for inefficiency, neglect of duty or misconduct in office by the governing body of the Member Agency that appointed him or her or, in the case of a Tenant Representative, by the Board of Commissioners.
 - (j) Quorums; Majority Vote Required. A simple majority of the Commissioners of the Authority shall constitute a quorum for the purpose of conducting business, exercising the powers of the Authority, and for all other purposes. A majority of the directors present shall be required to vote affirmatively for any action in order for said action to be valid and effective.
 - (k) Chair; Vice Chair. The Board of Commissioners shall select from its membership a chair and a vice-chair, each of whom shall serve for a term of one year.
 - (l) Attendance. Member Agencies understand and agree that, in order for the Authority to function effectively, it is imperative to have an active, engaged and full Board. To that end, Member Agencies will use all due diligence and reasonable efforts to appoint Commissioners who have the time, expertise and interest to participate in the governance of the Authority.
 - (m) Board Authority. Upon appointment of all required Commissioners has hereinabove provided, the Authority shall (i) be authorized to exercise all of the powers and transact all of the business which a housing authority is authorized to conduct pursuant to the Housing Authority Law; (ii) be vested with the powers and duties of all housing authorities previously created by Member Agencies and, upon the vesting of such powers and duties, be authorized to exercise all such powers and duties; (iii) be vested with all title, right and interest in any properties or housing projects owned or operated by all housing authorities previously created by Member Agencies and shall immediately transfer to and accept title in the Authority's name of any property owned or held in trust by said housing authorities; (iv) accept and assume any and all debts, demands, liabilities or obligations existing in favor of or against all housing authorities previously created by Member Agencies, and any proceedings of such housing authorities shall become those of the Authority. All such powers and duties, all right, title, and interest to property and all assumptions of debts, demands, liabilities, obligations and proceedings shall be deemed to have the same validity, force and effect as if acquired, incurred, accrued or taken by the Authority.

5. Duties of Governing Board. The Board shall have the following duties and powers:

- (a) To act as the policy making body of the Authority;

- (b) To act as the executive body of the Authority, which power said Board may delegate to staff to the extent the Authority deems appropriate and is otherwise in accordance with law;
 - (c) To enter into contracts and to accept and expend funds from federal, state, Member Agencies, and other sources for the purposes specified herein;
 - (d) To prepare, review and update a strategic or other long-term plan for the District, establish priorities for projects and funding applications, make progress reports to applicable federal, state and local agencies related to Authority business, and make such other reports as may be required or appropriate;
 - (e) To assist and work with Member Agencies in providing housing programs or meeting federal, state or local housing requirements or complying with local community desires;
 - (f) To buy, sell and manage property and housing projects, and to hold all right, title and interest in said properties and projects, within the Authority's geographical areas of operation, or by contract as authorized by applicable Health & Safety Code provisions. Pursuant to Health & Safety Code section 34327, the Authority's areas of operation shall be the combined areas of operation for each of its Member Agencies, to wit the Counties and Cities in accordance with Health & Safety Code sections 34208 and 34209.
 - (g) To manage Section 8 housing voucher programs and provide other housing-related services consistent with the authority granted to the Board under the Housing Authorities Law;
 - (h) To exercise the powers and duties of the respective Housing Authorities that were previously established by Member Agencies.
 - (i) To appoint or hire such staff or contract with such entities or individuals as the Board deems necessary to carry out the Authority's functions and purposes.
 - (j) To receive appropriate training and travel reimbursements incurred in the discharge of their duties, in compliance with state law. Commissioners shall not receive any compensation for attending Board meetings other the meeting per diem authorized by Health & Safety Code section 34274.
6. Budget. An annual budget for the operation of the Authority and fiscal year shall be adopted by the Board.
7. Fiscal Year. For purposes of this Agreement, the Authority shall have a fiscal year from April 1 to and including the following March 31.
8. Custody of funds; reporting. All receipt and payments of public funds shall be paid to and disbursed by Authority which shall be strictly accountable for all funds and responsible for reporting to the Members hereof as requested or otherwise required by law. The Board shall establish reporting requirements and direct staff to maintain such reports, including, but not limited to, funds and accounts as may be required by good accounting practice or by law. All books and records of the Authority shall be open to inspection at all reasonable times by any party to this agreement or its representatives. Annual audits of the Authority's accounts and records

shall be made by an independent CPA firm, and reports shall be filed in the manner provided in Section 6505 of the California Government Code. The Authority shall maintain all such audit report and any management letters arising from said reports for a period of five (5) fiscal years after the report has been issued, and copies of said documents or other public records shall be promptly provided to Member Agencies upon their request.

9. Limitations on Expenditures. The Board and every official or employee of the Authority shall be limited in the making of expenditures or the incurring of liabilities to the amount of appropriations allowed by the budget as adopted by the Board or thereafter revised by the Board. No expenditure of any kind or contract entered into on behalf of Authority without approval by the Board, except as otherwise provided by law, warrants issued, expenditures made or liabilities incurred in excess of any budget appropriation are not a liability of the Authority or a liability of any party to this Agreement.
10. Member Not Liable for Debts of Authority. Pursuant to Section 6508.1 of the California Government Code, the debts, liabilities, and obligations of the Authority shall be those of the Authority and shall not, under any circumstances, constitute debts, liabilities or obligations incurred by any party to this Agreement. Should any debt, liability or obligation of the Authority not be waived or allowed payable through assets of the Authority, none of the members shall be liable.
11. Insurance. During the term of this Agreement, the Authority shall maintain general liability insurance coverage, as well as errors and omissions coverage, in a sum not less than \$2 million per occurrence. The insurance shall contain a written endorsement to such policy or policies which names each of the Member Agencies as additional insureds.
12. Legal Services. The Authority may call upon the Office of the County Counsel for the County of Sutter for legal services, or may employ its own separate legal counsel.
13. Duration of Agreement. Any Member may withdraw from the Authority at any time by providing at least sixty (60) days written notice to the Secretary to the Board. This Agreement shall continue in effect until terminated by agreement or withdrawal of all but one of the County or City Members. Withdrawal by any Member shall relieve said Member from any further rights or obligations to the Authority as of the effective date of the notice of termination.
14. Termination of the Authority. In the event the Authority is terminated by agreement, the property and monies on hand at the time of termination, after all debts and liabilities are paid, shall be distributed among the parties to the then Members of the Authority in accordance with their proportionate contributions thereto. Consistent with applicable laws and restrictions on transfer of properties under the Authority's ownership or control, the Authority may sell such property as may be necessary to pay any outstanding debts, liabilities or obligations of the Authority upon termination. Any Member who withdraws from the Authority prior to termination

of the Authority shall forfeit all of its right, title and interest to all such property and monies; except that any property or housing projects which require ongoing management services or oversight and which cannot be otherwise sold or transferred at the time of dissolution shall become the sole responsibility of the Member Agency in whose jurisdiction the project lies, and shall not be a debt, obligation or other burden on any other Member Agency.

The Authority shall continue to exercise the powers herein conferred upon it until termination of this Agreement, and thereafter shall continue to exercise only such powers as to enable it to pay and discharge all costs, expenses, and charges legally incurred hereunder, and to dispose of, divide and distribute any property required as a result of the joint exercise of such powers.

15. New Members. With the approval of all Member Agencies, any qualified public agency (as defined by Government Code Sections 6500 and the Housing Authority Law) may become a party to this Agreement. A party to this Agreement may be a voting member. A public agency requesting membership may apply by presenting to the Authority a certified resolution of the public agency approving this Agreement. The date and terms upon which the applying public agency will become a member will be determined by the Member Agencies, based on a recommendation from the Board of Commissioners.
16. Agency Designation: Pursuant to Government Code section 6509, the Authority's exercise of power is subject to the restrictions upon the manner of exercising the powers of its Member Agencies.
17. Severability. Should any part, term or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining portions or provisions shall not be affected thereby.
18. Entire Agreement; Amendment. This Agreement contains the entire agreement between the parties and supersedes all prior understandings between them with respect to the subject matter of this Agreement. There are no promises, terms, conditions or obligations, oral or written, between or among the parties relating to the subject matter of this Agreement that are not fully expressed in this Agreement. This Agreement may not be modified, changed, supplemented or terminated, nor may any obligation under this Agreement be waived, except by written instrument mutually agreed upon and signed by all Member Agencies.
19. Counterparts; Effective Date. This Agreement may be executed in counterpart and when so executed by each and every party hereto shall be deemed to be executed by all parties as if it were a single document. Said executed counterparts shall be retained by Authority and the Authority shall distribute to all other parties copies of said original counterparts promptly after execution, or upon request of a Member. The effective date of this Agreement shall be the date on which the last Member Agency executes this Agreement.

[Signatures on following pages]

AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT
BETWEEN SUTTER, NEVADA, YUBA, COLUSA AND LAKE COUNTIES, AND
THE CITIES OF LIVE OAK, YUBA CITY AND COLUSA, FOR THE PURPOSE OF
CREATING A REGIONAL HOUSING AUTHORITY

THIS AMENDED AND RESTATED AGREEMENT (“Agreement”) is made and entered into effective November 1, 2025, by and between the counties of Sutter, Nevada, Yuba, Colusa and Lake (collectively “Counties”) and the cities of Yuba City, Live Oak and Colusa (collectively “Cities”). Counties and Cities are collectively referred to as “Members” or “Member Agencies.” This Agreement supersedes and repeals the “Agreement Creating the Regional Housing Authority of Sutter & Nevada Counties” approved as of April 20, 2011 (“Original Agreement”) and the Amended and Restated Agreement (“Agreement”) approved as of July 6, 2016.

WITNESSETH

WHEREAS, each Member is empowered by law to establish a housing authority within its respective geographical territory, pursuant to Health & Safety Code sections 34340, et seq (the “Housing Authority Law”) and to participate in federal housing programs; and

WHEREAS, Government Code Section 6500, et seq, (the “JPA Law”) authorizes public agencies to enter into an agreement related to the joint exercise of power common to the parties to the Agreement, and the exercise of such additional powers as granted under the JPA Law; and

WHEREAS, Health & Safety Code Section 34324 allows two or more authorities to join or co-operate with one another in the joint exercise of any or all of their powers, including the ability to form a Regional Housing Authority; and

WHEREAS, each Member has determined by resolution that it has a need for a Housing Authority to function within its jurisdiction, that a housing authority exists within its jurisdiction (except in the case of the County of Colusa and City of Colusa) and that said housing authority is duly authorized by law to participate in a Regional Housing Authority as contemplated by this Agreement; and

WHEREAS, in 1946 the County of Sutter established a County Housing Authority, which duly operated as such until 1994 under the applicable provisions of the Housing Authority Law; and

WHEREAS, the cities of Live Oak and Yuba City declared a need for a housing authority within their respective jurisdictions and made the statutory findings to support said need, as required by Health & Safety Code sections 34242 and 34243; and

WHEREAS, in 1992 the County of Sutter and the cities of Live Oak and Yuba City formed a consolidated housing authority known as the Consolidated Area Housing Authority of Sutter County, which duly operated as such until 2011; and

WHEREAS, in 1992 the County of Nevada established a County Housing Authority, which duly operated as such until 2011; and

WHEREAS, in April 2011 the Consolidated Area Housing Authority of Sutter County and the Nevada County Housing Authority entered into a Joint Exercise of Powers Agreement to create the Regional Housing Authority of Sutter & Nevada County, which has duly operated as a regional housing authority since that time; and

WHEREAS, in 1980, the County of Yuba established a County Housing Authority, which has duly operated as such since then; and

WHEREAS, in 2016, the County of Colusa declared a need for a housing authority within their respective jurisdictions and made the statutory findings to support said need, as required by Health & Safety Code sections 34242 and 34243;

WHEREAS, in 2016, the City of Colusa declared a need for a housing authority within their respective jurisdictions and made the statutory findings to support said need, as required by Health & Safety Code sections 34242 and 34243;

WHEREAS, in 2025, the County of Lake declared a need for a housing authority within their respective jurisdictions and made the statutory findings to support said need, as required by Health & Safety Code sections 34242 and 34243;

WHEREAS, the Member Agencies deemed it necessary and appropriate to create a separate public entity under a joint exercise of powers agreement, to form, participate in and operate a Regional Housing Authority encompassing the geographical territories of the Member Agencies to address regional and area-wide housing problems, combine their respective resources and direct their respective efforts in a more concentrated manner toward the alleviation of such problems. The Members further recognize that the creation of a Regional Housing Authority will permit unified long-term approaches to addressing housing issues within expanded yet cohesive areas of operation; and,

WHEREAS, upon the adoption of this Agreement and the appointment of all additional Commissioners hereto, title to all properties owned or held by or in trust for the housing authorities operated by the County of Lake, together with all debts, demands, liabilities or other obligations existing in favor of or against such housing authorities shall become those of the Regional Housing Authority.

NOW THEREFORE, the Boards of Supervisors of the Counties of Sutter, Nevada, Yuba, Colusa and Lake and the City Councils of Live Oak, Yuba City and Colusa for and in consideration of the mutual promises and agreements herein contained do agree as follows:

1. Formation of Agency. The Regional Housing Authority of Sutter and Nevada Counties ("Authority") was established in 2011 as an authority and a public entity separate and distinct from its Members, and which may sue and be sued. The Authority is hereby amended to add the County of Lake as a Member Agency and, is hereby renamed as the Regional Housing Authority, serving the communities of Sutter, Nevada, Yuba, Colusa and Lake Counties. A county or city may become a Member of the Authority upon (1) its governing body expressly ratifying and adopting this Agreement, and (2) amendment of this Agreement pursuant to Paragraph 14, below.

2. Purpose. The purpose of this Agreement is to create a separate public entity to provide for the joint participation by Members, as Members of the Authority, to:
 - (a) Address regional and area wide housing problems;
 - (b) Provide for unified long-term approaches to addressing housing needs within the scope of the Authority's jurisdiction;
 - (c) Prevent unnecessary duplication of effort on behalf of Members;
 - (d) Assume any additional purposes, duties and functions as may be determined by all parties to this Agreement.
3. Powers. The Authority shall have any and all common powers of the individual housing authorities organized and operated by the parties to this Agreement, and the powers separately conferred by law upon the Authority. All such powers, whether common to the parties or separately conferred by law upon the Authority, are specified as powers of the Authority except any such powers that are specifically prohibited to the Authority by applicable law. The Authority's exercise of its powers is subject to the restrictions upon the manner of exercising the powers of any of its respective Member Agencies.
4. Governing Board. The governing board of the Authority shall be referred to as the "Board of Commissioners" and shall be composed of the following Commissioners:
 - (a) Member Representatives. Two (2) persons appointed by the governing bodies of each Member Agency.
 - (b) Tenant Representative. As required by Health & Safety Code Section 34246.5, one Tenant Commissioner to be recommended by the Board of Commissioners and jointly appointed by the governing bodies of all Member Agencies. The Tenant Commissioner shall be a tenant of the Authority as of the date of his or her appointment to the Board.
 - (c) Vacancies. Vacancies shall be filled in the same manner as the initial Commissioners are selected.
 - (d) Notification of Appointments. Member Agencies shall notify the Secretary of the Housing Authority, in writing, of all appointments to the Authority Board.
 - (e) Elected Member Representative Terms. Elected Member Representatives shall be appointed to a one (1) year term commencing on January 31 of each year; provided, however, that no such Commissioner shall continue to be a Commissioner if the appointing board or council ceases to be a Member Agency.
 - (f) Non-Elected Member Representative Terms. Non-Elected Member Representatives shall be appointed to a four (4) year term commencing on January 31 of the year of their appointment; provided, however, that no such Commissioner shall continue to be a Commissioner if the appointing board or council ceases to be a Member Agency.
 - (g) New Member Representatives. New Member Agencies shall designate a Member Representative to serve for a term of either one (1) year commencing on January 31 of the year of their appointment if they are an Elected Member Representative or a Non-Elected Member Representative to serve a term of four (4) years commencing on January 31 of the year they are appointed. All successor appointees to the Board shall be

- appointed to either a one-year term or a four (4) year term, except that all mid-term vacancies shall be filled only for the unexpired portion of the term.
- (h) Tenant Representative Terms. The term of office of the Tenant Representative shall be two (2) years commencing on January 31 of the year of their appointment; provided, however, that no such Representative shall continue to be a Commissioner if the Representative ceases to be a tenant of the Authority. All successor Tenant Representatives shall be appointed to two (2) year terms, except that all mid-term vacancies shall be filled only for the unexpired portion of the term.
 - (i) Removal of Commissioners. Pursuant to Health & Safety Code section 34282, Commissioners may be removed for inefficiency, neglect of duty or misconduct in office by the governing body of the Member Agency that appointed him or her or, in the case of a Tenant Representative, by the Board of Commissioners.
 - (j) Quorums: Majority Vote Required. A simple majority of the Commissioners of the Authority shall constitute a quorum for the purpose of conducting business, exercising the powers of the Authority, and for all other purposes. A majority of the directors present shall be required to vote affirmatively for any action in order for said action to be valid and effective.
 - (k) Chair; Vice Chair. The Board of Commissioners shall select from its membership a chair and a vice-chair, each of whom shall serve for a term of one year.
 - (l) Attendance. Member Agencies understand and agree that, in order for the Authority to function effectively, it is imperative to have an active, engaged and full Board. To that end, Member Agencies will use all due diligence and reasonable efforts to appoint Commissioners who have the time, expertise and interest to participate in the governance of the Authority.
 - (m) Board Authority. Upon appointment of all required Commissioners has hereinabove provided, the Authority shall (i) be authorized to exercise all of the powers and transact all of the business which a housing authority is authorized to conduct pursuant to the Housing Authority Law; (ii) be vested with the powers and duties of all housing authorities previously created by Member Agencies and, upon the vesting of such powers and duties, be authorized to exercise all such powers and duties; (iii) be vested with all title, right and interest in any properties or housing projects owned or operated by all housing authorities previously created by Member Agencies and shall immediately transfer to and accept title in the Authority's name of any property owned or held in trust by said housing authorities; (iv) accept and assume any and all debts, demands, liabilities or obligations existing in favor of or against all housing authorities previously created by Member Agencies, and any proceedings of such housing authorities shall become those of the Authority. All such powers and duties, all right, title, and interest to property and all assumptions of debts, demands, liabilities, obligations and proceedings shall be deemed to have the same validity, force and effect as if acquired, incurred, accrued or taken by the Authority.

5. Duties of Governing Board. The Board shall have the following duties and powers:

- (a) To act as the policy making body of the Authority;

- (b) To act as the executive body of the Authority, which power said Board may delegate to staff to the extent the Authority deems appropriate and is otherwise in accordance with law;
 - (c) To enter into contracts and to accept and expend funds from federal, state, Member Agencies, and other sources for the purposes specified herein;
 - (d) To prepare, review and update a strategic or other long-term plan for the District, establish priorities for projects and funding applications, make progress reports to applicable federal, state and local agencies related to Authority business, and make such other reports as may be required or appropriate;
 - (e) To assist and work with Member Agencies in providing housing programs or meeting federal, state or local housing requirements or complying with local community desires;
 - (f) To buy, sell and manage property and housing projects, and to hold all right, title and interest in said properties and projects, within the Authority's geographical areas of operation, or by contract as authorized by applicable Health & Safety Code provisions. Pursuant to Health & Safety Code section 34327, the Authority's areas of operation shall be the combined areas of operation for each of its Member Agencies, to wit the Counties and Cities in accordance with Health & Safety Code sections 34208 and 34209.
 - (g) To manage Section 8 housing voucher programs and provide other housing-related services consistent with the authority granted to the Board under the Housing Authorities Law;
 - (h) To exercise the powers and duties of the respective Housing Authorities that were previously established by Member Agencies.
 - (i) To appoint or hire such staff or contract with such entities or individuals as the Board deems necessary to carry out the Authority's functions and purposes.
 - (j) To receive appropriate training and travel reimbursements incurred in the discharge of their duties, in compliance with state law. Commissioners shall not receive any compensation for attending Board meetings other the meeting per diem authorized by Health & Safety Code section 34274.
6. Budget. An annual budget for the operation of the Authority and fiscal year shall be adopted by the Board.
7. Fiscal Year. For purposes of this Agreement, the Authority shall have a fiscal year from April 1 to and including the following March 31.
8. Custody of funds; reporting. All receipt and payments of public funds shall be paid to and disbursed by Authority which shall be strictly accountable for all funds and responsible for reporting to the Members hereof as requested or otherwise required by law. The Board shall establish reporting requirements and direct staff to maintain such reports, including, but not limited to, funds and accounts as may be required by good accounting practice or by law. All books and records of the Authority shall be open to inspection at all reasonable times by any party to this agreement or its representatives. Annual audits of the Authority's accounts and records

shall be made by an independent CPA firm, and reports shall be filed in the manner provided in Section 6505 of the California Government Code. The Authority shall maintain all such audit report and any management letters arising from said reports for a period of five (5) fiscal years after the report has been issued, and copies of said documents or other public records shall be promptly provided to Member Agencies upon their request.

9. Limitations on Expenditures. The Board and every official or employee of the Authority shall be limited in the making of expenditures or the incurring of liabilities to the amount of appropriations allowed by the budget as adopted by the Board or thereafter revised by the Board. No expenditure of any kind or contract entered into on behalf of Authority without approval by the Board, except as otherwise provided by law, warrants issued, expenditures made or liabilities incurred in excess of any budget appropriation are not a liability of the Authority or a liability of any party to this Agreement.
10. Member Not Liable for Debts of Authority. Pursuant to Section 6508.1 of the California Government Code, the debts, liabilities, and obligations of the Authority shall be those of the Authority and shall not, under any circumstances, constitute debts, liabilities or obligations incurred by any party to this Agreement. Should any debt, liability or obligation of the Authority not be waived or allowed payable through assets of the Authority, none of the members shall be liable.
11. Insurance. During the term of this Agreement, the Authority shall maintain general liability insurance coverage, as well as errors and omissions coverage, in a sum not less than \$2 million per occurrence. The insurance shall contain a written endorsement to such policy or policies which names each of the Member Agencies as additional insureds.
12. Legal Services. The Authority may call upon the Office of the County Counsel for the County of Sutter for legal services, or may employ its own separate legal counsel.
13. Duration of Agreement. Any Member may withdraw from the Authority at any time by providing at least sixty (60) days written notice to the Secretary to the Board. This Agreement shall continue in effect until terminated by agreement or withdrawal of all but one of the County or City Members. Withdrawal by any Member shall relieve said Member from any further rights or obligations to the Authority as of the effective date of the notice of termination.
14. Termination of the Authority. In the event the Authority is terminated by agreement, the property and monies on hand at the time of termination, after all debts and liabilities are paid, shall be distributed among the parties to the then Members of the Authority in accordance with their proportionate contributions thereto. Consistent with applicable laws and restrictions on transfer of properties under the Authority's ownership or control, the Authority may sell such property as may be necessary to pay any outstanding debts, liabilities or obligations of the Authority upon termination. Any Member who withdraws from the Authority prior to termination

of the Authority shall forfeit all of its right, title and interest to all such property and monies; except that any property or housing projects which require ongoing management services or oversight and which cannot be otherwise sold or transferred at the time of dissolution shall become the sole responsibility of the Member Agency in whose jurisdiction the project lies, and shall not be a debt, obligation or other burden on any other Member Agency.

The Authority shall continue to exercise the powers herein conferred upon it until termination of this Agreement, and thereafter shall continue to exercise only such powers as to enable it to pay and discharge all costs, expenses, and charges legally incurred hereunder, and to dispose of, divide and distribute any property required as a result of the joint exercise of such powers.

15. New Members. With the approval of all Member Agencies, any qualified public agency (as defined by Government Code Sections 6500 and the Housing Authority Law) may become a party to this Agreement. A party to this Agreement may be a voting member. A public agency requesting membership may apply by presenting to the Authority a certified resolution of the public agency approving this Agreement. The date and terms upon which the applying public agency will become a member will be determined by the Member Agencies, based on a recommendation from the Board of Commissioners.
16. Agency Designation: Pursuant to Government Code section 6509, the Authority's exercise of power is subject to the restrictions upon the manner of exercising the powers of its Member Agencies.
17. Severability. Should any part, term or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining portions or provisions shall not be affected thereby.
18. Entire Agreement; Amendment. This Agreement contains the entire agreement between the parties and supersedes all prior understandings between them with respect to the subject matter of this Agreement. There are no promises, terms, conditions or obligations, oral or written, between or among the parties relating to the subject matter of this Agreement that are not fully expressed in this Agreement. This Agreement may not be modified, changed, supplemented or terminated, nor may any obligation under this Agreement be waived, except by written instrument mutually agreed upon and signed by all Member Agencies.
19. Counterparts; Effective Date. This Agreement may be executed in counterpart and when so executed by each and every party hereto shall be deemed to be executed by all parties as if it were a single document. Said executed counterparts shall be retained by Authority and the Authority shall distribute to all other parties copies of said original counterparts promptly after execution, or upon request of a Member. The effective date of this Agreement shall be the date on which the last Member Agency executes this Agreement.

[Signatures on following pages]

IN WITNESS WHEREOF the parties have hereunto set their hands the day and year first above written.

CITY OF YUBA CITY

By:
Title:

CITY OF LIVE OAK

By:
Title:

COUNTY OF SUTTER

By:
Title:

COUNTY OF NEVADA

By:
Title:

COUNTY OF YUBA

By:
Title:

COUNTY OF COLUSA

By:
Title:

CITY OF COLUSA

By:
Title:

COUNTY OF LAKE

By:

Title:

CITY OF LIVE OAK STAFF REPORT

Date: October 15, 2025
To: Honorable Mayor & Members of the City Council
From: Jessica Mata, Human Resources

Subject: Align FY 2025-26 and FY 2026-27 Salary and Benefit Changes for Non-Represented Employees with the Public Employees Union Local #1 Updates

Summary: Recommendation: Adopt a resolution establishing salary and benefits for the Non-Represented Employees, aligning changes with terms outlined in the Public Employees Union Local #1 MOU for consistency and equity across employee groups.

Fiscal Impact: Costs previously accounted for in current fiscal year budget.
Approximately \$20,700 in FY 2025-26 and \$15,000 for FY 2026-27 ongoing.

Purpose:

Adjust Non-Represented Employees salaries and benefits to align with PEU Local 1 changes.

Background:

The City of Live Oak has completed negotiations with the Public Employees Union Local #1.

The proposed resolution seeks to establish salary and benefits for the City's Non-Represented Employees by adopting terms and conditions set forth in the Public Employees Union Local #1 Memorandum of Understanding. This resolution is intended to provide consistency in salary and benefits for Non-Represented staff, aligning the Cost of Living Adjustment increases and benefits with those in the Public Employees Union Local #1.

Analysis:

To align the salary changes associated with the PEU Local #1 Agreement:

- 1) One and three quarters percent (1.75%) Cost of Living Adjustment increase beginning the pay period following City Council approval of the MOU and one and a quarter percent (1.25%) in FY 2026-27.
- 2) Personnel that work in the field, approved by the City manager, including the Chief Plant Operator, will be given a two-hundred-dollar (\$200.00) boot allowance once per nine (9) month

Agenda Item 4.

period.

Fiscal Impact:

The cost of the salary and benefits from the attached resolution is approximately \$20,700 for Fiscal Year 2025-26 and \$15,000 for Fiscal Year 2026-27 ongoing. Proposed resolution would implement the salary adjustment effective October 12, 2025.

Recommendation:

Adopt a resolution establishing salary and benefits for the Non-Represented Employees, aligning changes with terms outlined in the Public Employees Union Local #1 MOU for consistency and equity across employee groups.

Attachments:

[Resolution](#)

[2025-26 Salary Schedule Non Represented](#)

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK AMENDING SALARIES AND UNIFORM ALLOWANCE
FOR THE NON-REPRESENTED FULL-TIME EMPLOYEES OF THE CITY**

WHEREAS, the City of recognizes the Non-Represented employees commitment to the City and its citizens while providing outstanding and dedicated service to all; and

WHEREAS, City administration reviewed the salary schedule and made recommendations to update it by changing from seven (7) to six (6) steps to be consistent with the PEU Local 1 City salary schedule; and

WHEREAS, the City complies with CalPERS salary schedule requirements, which require the City to have a publicly-available pay schedule describing the City's approved compensation ranges.

NOW, THEREFORE, the City Council of the City of Live Oak hereby resolves as follows:

Section 1. Members of the Non-Represented Group. Classifications of the Non-Represented Group are Chief Plant Operator, Parks and Recreation Director, Financial Services Manager, City Clerk, and Management Analyst. Any additional classifications that are vacant but may be filled in the future are subject to the same terms and conditions.

Section 2. Salaries. Salaries for the Non-Represented Employees shall be implemented in accordance with the City's Personnel Rules and Regulations as well as City policies, excluding the City Manager.

- A. Non-Represented employee classifications will receive a one and three quarters percent (1.75%) Cost of Living Adjustment effective October 12, 2025, per attached salary schedule.
- B. Non-Represented employee classifications will receive a one and a quarter percent (1.25%) Cost of Living Adjustment effective the first pay period in July 2026.
- C. Uniform Allowance. The Chief Plant Operator and any classification that requires outside work as approved by the City Manager will receive up to a two-hundred-dollar boot allowance per nine (9) month period.
- D. Any employees that are currently not at the maximum salary step for their classification will be positioned in the new six (6) step series, at the next nearest step of the new six (6) step series.

Section 4. Effective Date and Term. Salary changes shall be implemented effective October 12, 2025, and remain in effect until/unless superseded, in whole or in part.

PASSED AND ADOPTED by the City Council of the City of Live Oak this 15th day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

APPROVED:

Jeremy Chapdelaine, Mayor

ATTEST:

Clarissa Menchaca, City Clerk

Non-Represented

City of Live Oak Salary Schedule Effective October 12, 2025

Salary Steps

Classification		A	B	C	D	E	F
City Manager <i>determined by City Council approved contract</i>	Yr.	\$ 179,819.26					\$ 229,500.00
	Mo.	\$ 14,984.94					\$ 19,125.00
	Hr.	\$ 86.452					\$ 110.340
Finance Director	Yr.	\$ 117,528.92	\$ 123,405.37	\$ 129,575.64	\$ 136,054.42	\$ 142,857.14	\$ 150,000.00
	Mo.	\$ 9,794.08	\$ 10,283.78	\$ 10,797.97	\$ 11,337.87	\$ 11,904.76	\$ 12,500.00
	Hr.	\$ 56.504	\$ 59.330	\$ 62.296	\$ 65.411	\$ 68.681	\$ 72.115
Public Works Director	Yr.	\$ 100,057.76	\$ 105,060.65	\$ 110,313.68	\$ 115,829.36	\$ 121,620.83	\$ 127,701.87
	Mo.	\$ 8,338.15	\$ 8,755.05	\$ 9,192.81	\$ 9,652.45	\$ 10,135.07	\$ 10,641.82
	Hr.	\$ 48.105	\$ 50.510	\$ 53.035	\$ 55.687	\$ 58.472	\$ 61.395
Chief Plant Operator	Yr.	\$ 92,834.92	\$ 97,476.67	\$ 102,350.50	\$ 107,468.03	\$ 112,841.43	\$ 118,483.50
	Mo.	\$ 7,736.24	\$ 8,123.06	\$ 8,529.21	\$ 8,955.67	\$ 9,403.45	\$ 9,873.63
	Hr.	\$ 44.632	\$ 46.864	\$ 49.207	\$ 51.667	\$ 54.251	\$ 56.963
Community and Economic Development Director	Yr.	\$ 125,364.18	\$ 131,632.39	\$ 138,214.01	\$ 145,124.71	\$ 152,380.95	\$ 160,000.00
	Mo.	\$ 10,447.02	\$ 10,969.37	\$ 11,517.83	\$ 12,093.73	\$ 12,698.41	\$ 13,333.33
	Hr.	\$ 60.271	\$ 63.285	\$ 66.449	\$ 69.771	\$ 73.260	\$ 76.923
Parks & Recreation Director	Yr.	\$ 91,376.96	\$ 95,945.81	\$ 100,743.10	\$ 105,780.25	\$ 111,069.26	\$ 116,622.72
	Mo.	\$ 7,614.75	\$ 7,995.48	\$ 8,395.26	\$ 8,815.02	\$ 9,255.77	\$ 9,718.56
	Hr.	\$ 43.931	\$ 46.128	\$ 48.434	\$ 50.856	\$ 53.399	\$ 56.069

Financial Services Manager	Yr.	\$	86,234.31	\$	90,546.03	\$	95,073.33	\$	99,827.00	\$	104,818.35	\$	110,059.27
	Mo.	\$	7,186.19	\$	7,545.50	\$	7,922.78	\$	8,318.92	\$	8,734.86	\$	9,171.61
	Hr.	\$	41.459	\$	43.532	\$	45.708	\$	47.994	\$	50.393	\$	52.913
City Clerk	Yr.	\$	83,604.25	\$	87,784.46	\$	92,173.68	\$	96,782.36	\$	101,621.48	\$	106,702.55
	Mo.	\$	6,967.02	\$	7,315.37	\$	7,681.14	\$	8,065.20	\$	8,468.46	\$	8,891.88
	Hr.	\$	40.194	\$	42.204	\$	44.314	\$	46.530	\$	48.856	\$	51.299
Building Official	Yr.	\$	80,860.47	\$	84,903.49	\$	89,148.66	\$	93,606.09	\$	98,286.39	\$	103,200.71
	Mo.	\$	6,738.37	\$	7,075.29	\$	7,429.06	\$	7,800.51	\$	8,190.53	\$	8,600.06
	Hr.	\$	38.875	\$	40.819	\$	42.860	\$	45.003	\$	47.253	\$	49.616
Management Analyst	Yr.	\$	79,328.31	\$	83,294.73	\$	87,459.47	\$	91,832.44	\$	96,424.06	\$	101,245.26
	Mo.	\$	6,610.69	\$	6,941.23	\$	7,288.29	\$	7,652.70	\$	8,035.34	\$	8,437.11
	Hr.	\$	38.139	\$	40.046	\$	42.048	\$	44.150	\$	46.358	\$	48.676
Associate Planner	Yr.	\$	79,328.31	\$	83,294.73	\$	87,459.47	\$	91,832.44	\$	96,424.06	\$	101,245.26
	Mo.	\$	6,610.69	\$	6,941.23	\$	7,288.29	\$	7,652.70	\$	8,035.34	\$	8,437.11
	Hr.	\$	38.139	\$	40.046	\$	42.048	\$	44.150	\$	46.358	\$	48.676
Executive Assistant to City Manager	Yr.	\$	63,655.05	\$	66,837.80	\$	70,179.69	\$	73,688.67	\$	77,373.10	\$	81,241.75
	Mo.	\$	5,304.59	\$	5,569.82	\$	5,848.31	\$	6,140.72	\$	6,447.76	\$	6,770.15
	Hr.	\$	30.603	\$	32.134	\$	33.740	\$	35.427	\$	37.199	\$	39.059
Aquatics Supervisor	Yr.		-		-		-		-		-		-
	Mo.		-		-		-		-		-		-
	Hr.	\$	17.868	\$	18.761	\$	19.699	\$	20.684	\$	21.718	\$	22.804
Head Lifeguard	Yr.		-		-		-		-		-		-
	Mo.		-		-		-		-		-		-
	Hr.	\$	16.207	\$	17.017	\$	17.868	\$	18.761	\$	19.699	\$	20.684

Lifeguard	Yr.	-	-	-	-	-	-	-
	Mo.	\$ 15.802	\$ 16.592	\$ 17.422	\$ 18.293	\$ 19.208	\$ 20.168	
	Hr.							
Recreation Leader II	Yr.	-	-	-	-	-	-	-
	Mo.	-	-	-	-	-	-	-
	Hr.	\$ 16.312	\$ 17.170	\$ 18.074	\$ 19.025	\$ 19.976	\$ 20.975	
Recreation Leader I	Yr.	-	-	-	-	-	-	-
	Mo.	-	-	-	-	-	-	-
	Hr.	\$ 15.496	\$ 16.312	\$ 17.170	\$ 18.074	\$ 19.025	\$ 19.976	
Temp. Maintenance Worker 1,000 hrs. Seasonal	Yr.	-	-	-	-	-	-	-
	Mo.	-	-	-	-	-	-	-
	Hr.	\$ 15.496	\$ 16.312	\$ 17.170	\$ 18.074	\$ 19.025	\$ 19.976	
Intern	Yr.	-	-	-	-	-	-	-
	Mo.	\$ 1,500.000	-	-	-	-	\$ 4,000.000	
	Hr.	-	-	-	-	-	-	-
City Council	Yr.	-	-	-	-	-	-	-
	Mo.	\$ 656.37	-	-	-	-	-	-
	Hr.	-	-	-	-	-	-	-

CITY OF LIVE OAK STAFF REPORT

Date: October 15, 2025
To: Honorable Mayor & Members of the City Council
From: Benjamin Moody, City Manager

Subject: Public Safety Ad Hoc Committee

Summary: Recommendation: Establish and designate two Councilmembers to steer the Public Safety Ad Hoc Committee for a period not to exceed December 31, 2026, unless additional action is taken by Council.

Fiscal Impact: Minor staff costs associated with time supporting the committee.

Purpose:

To establish a Council-led Ad Hoc Committee to review public safety service options and discuss solutions for the City to continue to provide Fire and Law Enforcement services into the future.

Background:

The City's priority is to provide Fire and Law Enforcement services to the community.

The City has a structural budget deficit where the current service levels associated with the City's safety contracts are not sustainable without immediate changes to contract services and/or available funding.

The current safety contracts with Sutter County Fire and Law Enforcement can be amended with mutual consent or ended to initiate alternative contract options with a twelve-month prior written notice. Due to budget constraints and legal contract obligations, the City has set a time period for November 30, 2026, to work to amend the current contracts and/or establish viable options to avoid breach of contract.

Analysis:

To evaluate options and discuss solutions to continue to provide public safety services to the community, staff recommends that a Public Safety Ad Hoc Committee be established, where two Councilmembers are designated to steer the Committee.

Fiscal Impact:

Minor staff costs associated with time supporting the committee.

Agenda Item 5.

Recommendation:

Establish and designate two Councilmembers to steer the Public Safety Ad Hoc Committee for a period not to exceed December 31, 2026, unless additional action is taken by Council.

CITY OF LIVE OAK STAFF REPORT

Date: October 15, 2025
To: Honorable Mayor & Members of the City Council
From: Benjamin Moody, City Manager

Subject: Economic Growth Incentives - Development Impact Fee Changes

Summary: Recommendation: 1) Introduce an ordinance amending the time of payment regarding Development Impact Fees and wave the first reading; and 2) Adopt a resolution authorizing that the current Development Impact Fees be reduced by 50% effective January 1, 2026, with annual tiered increases beginning January 1, 2027.

Fiscal Impact: Variable depending on effectiveness and timing.
January 1, 2026 - savings for a Single Family Home - \$16,174

Purpose:

Evaluate the City's Development Impact Fees and provide additional timing options to encourage and facilitate additional development within the City.

Background:

Development Impact Fees are one-time charges applied to new developments to help support the infrastructure and public facilities needed to serve them. However, due to the economic climate, current Development Impact Fee amounts, and timing of payment collection may be limiting new development opportunities.

At the October 1, 2025, City Council Meeting, staff presented a current Budget and Cash Flow Analysis, which included a series of recommendations to improve the City's financial position. One of the recommendations was to review and modify the City's Development Impact Fee policies to spur economic development and revenue generation.

Analysis:

Payment Collection Amendment

Currently the City Municipal code only allows for the collection of Impact Fees at Building Permit Issuance. Staff is proposing changes that would allow for the collection of Development Impact Fees at a later stage in the development process. This flexibility can help aid economic development by providing additional options while dealing with complex financial requirements associated with development.

Agenda Item 6.

Fee Reduction

The resolution proposes to reduce current Development Impact Fees to a substantially lower level for a limited time period. The reduction is intended to eliminate a key barrier to development by lowering the overall cost of new development, and incentivize developers to initiate construction sooner rather than later with a tiered system to increase the rates over time to the determined value. Development projects take time. By providing some certainty on the fee amounts and timing, staff believes that the changes can create a more attractive environment for private investment and development.

Fiscal Impact:

By reducing the Development Impact Fees and providing more flexibility regarding the collection of payments, it is anticipated that the loss of fees will be relatively minor, due to the actual timing required to implement construction and with long term revenue offsets associated with property taxes, utility rate payments, and community facility district participation. The Development Impact Fees have a restricted purpose to help with infrastructure costs and are not used to offset operating costs. No impact to operations as a result of the decreased fees.

Recommendation:

1) Introduce an ordinance amending the time of payment regarding Development Impact Fees and waive the first reading; and 2) Adopt a resolution authorizing that the current Development Impact Fees be reduced by 50% effective January 1, 2026, with annual tiered increases beginning January 1, 2027.

Attachments:

[Ordinance](#)
[Resolution](#)
[Exhibit A](#)

CHAPTER 15.50 DEVELOPMENT IMPACT FEES

§ 15.50.010. Purpose.

In order to implement the goals and objectives of the Live Oak General Plan, to maintain existing levels of service, and to mitigate the impacts on City streets, parks, and governmental, police and fire facilities caused by anticipated new development within the City, certain public improvements must be constructed as development occurs. The City Council of the City has determined that a development impact fee is needed to finance these necessary public improvements and to pay a fair share of acquisition and improvement costs and other costs necessary to implement the goals and objectives of the Live Oak General Plan and to maintain levels of service consistent with levels of service now enjoyed by citizens of the City. The City Council has determined that the application of the fee is consistent with the City's General Plan and, pursuant to Section 65913.2 of the Government Code of the State of California, has considered the effects of the fee on meeting the City's housing needs as established in the housing element and other elements of the City's General Plan.

(Ord. 381 § 3, 1992; Ord. 533 § 1, 2011)

§ 15.50.020. Development impact fee.

- A. A development impact fee is established on issuance of all permits entitling construction of, or remodeling for change of use to create new residential units and new nonresidential facilities within the City, to pay for costs of improvements necessitated thereby as described in Section 15.50.010. The City Council shall, by ordinance, set forth the specific amount of the fee to be imposed, describe the benefit of the improvements required, list the specific public improvements to be financed, describe the estimated cost of the facilities and identify the reasonable relationship between the fee and different types of new development. After the development impact fee has been established by ordinance, the City Council may from time to time adjust the development impact fee by resolution. ~~The development impact fee shall be paid by the developer or owner prior to the issuance of a building permit. The development impact fee shall be paid by each developer, at the option, either prior to issuance of a building permit or prior to issuance of a certification of occupancy, or at such earlier time permitted by law.~~ -The City Council may review the fees on an annual basis to determine whether the fee amounts are reasonably related to the burden of developments and whether the identified public facilities continue to be needed to serve the purposes identified in Section 15.50.010 above.
- B. The development impact fees imposed by this chapter are independent of and not related to existing City capacity and connection fees or fees collected for acquisition of park land pursuant to other sections of this code.
- C. The City Council has determined, based on a study and analysis in accordance with Government Code Section 66000 et seq., that: (1) projected new development will create a demand for additional public improvements, facilities and equipment to serve that new development at the same level of service enjoyed by current development in the City; (2) a direct relationship exists between the needed additional public improvements, facilities and equipment and the new development; and (3) estimated costs of the necessary public improvements, facilities and equipment to serve the new development are reasonable.
- D. The City Council finds as follows:

1. The purpose of the development impact fees is to offset costs of remodeling, adding to or replacing existing facilities to meet the demands of additional development and growth.
 2. The development impact fees will be used specifically for the purposes outlined in the attached report entitled City of Live Oak AB 1600 Development Impact Fee Analysis" dated March 15, 2011 as amended and attached hereto and incorporated herein by reference.
 3. The development impact fees will only be applied where there is a reasonable relationship between the land use and the public improvement or facility as described in the attached report cited above.
 4. The reasonable relationship between the need for the facilities to be funded by the fees and the specific development upon which the fees are imposed is as described in the attached report cited above.
 5. The reasonable relationship between the amount of the fees and the cost of the public facilities or portion thereof attributable to the development affected is as described in the attached report cited above.
 6. The proposed development impact fees have been considered; relative to their impact upon meeting the City's housing needs.
 7. The proposed transportation fee for the commercial category of nonresidential development should be phased in to encourage commercial development. The proposed fee should be reduced by 45% from \$14,197.00 to \$7,808.00 for the transportation fee for the commercial category of nonresidential development only. This temporary reduction may be reviewed at any time to determine if any adjustment is necessary based on the overall economic conditions of the City and the reduced fee may be adjusted from time to time by resolution of the City Council.
 8. The development impact fees shall be rounded up to the nearest whole dollar.
 9. ~~The development impact fees will be collected prior to the issuance of a building permit.~~
The development impact fee shall be paid by each developer, at the option, either prior to issuance of a building permit or prior to issuance of a certification of occupancy, or at such earlier time permitted by law.
 10. The City Council may from time to time adjust the development impact fees by resolution.
 11. The development impact fees will be adjusted upward annually by the U.S. Department of Labor's Bureau of Labor Statistics Consumer Price Index—All Urban Consumers, San Francisco All Items.
- E. The development impact fees will be charged as follows:

		Public Safety		General Government		Parks, Recreation & Community Center			
Land Use	Transportation	Fire	Police	General	Crop Yard	Parks	Recreation	Community Center	Total
Residential	per unit								
Single-family ¹	\$3,092	\$1,733	\$626	\$1,143	\$653	\$3,351	\$231	\$881	\$11,710
Duplex ¹ (per unit)	\$2,945	\$1,238	\$448	\$816	\$467	\$2,394	\$165	\$630	\$9,103
Multifamily ² (per unit)	\$2,361	\$1,114	\$402	\$735	\$420	\$2,155	\$149	\$567	\$7,903
Nonresidential	per 1,000 square feet								
Office	\$3,740	\$296	\$107	\$195	\$112	\$143	\$10	\$0	\$4,603
Commercial	\$8,019	\$366	\$132	\$241	\$137	\$177	\$12	\$0	\$9,084
Industrial	\$2,368	\$366	\$132	\$241	\$137	\$177	\$12	\$0	\$3,433
Warehouse	\$1,685	\$154	\$55	\$102	\$58	\$75	\$5	\$0	\$2,134

Notes:

- 1 Accessory dwelling units that are 750 square feet or larger and located in a single-family zoning district shall pay impact fees based on the square feet of the proposed accessory dwelling unit divided by the square feet of the primary dwelling multiplied by the City's current single-family fees.
- 2 Accessory dwelling units that are 750 square feet or larger and located in a multifamily zoning district shall pay impact fees based on the square feet of the proposed accessory dwelling unit divided by the average square feet of all existing multifamily dwelling units on the same parcel multiplied by the City's current multifamily fees.

(Ord. 381 § 3, 1992; Ord. 533 § 1, 2011; Ord. 546 § 1, 2013; Ord. 582 § 3, 2023)

§ 15.50.030. Limited use of development impact fees.

The revenues raised by collection of development impact fees shall be placed in a separate and special account and such revenues, together with interest accrued to that account, shall be used solely to:

- A. Pay for the construction of facilities described in the development impact fee analysis or resolution enacted pursuant to Section 15.50.020 above; or
- B. Reimburse the City for those facilities constructed by the City with funds advanced by the City from other sources.

(Ord. 381 § 3, 1992; Ord. 533 § 1, 2011)

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK, STATE OF CALIFORNIA, AUTHORIZING THE TEMPORARY
REDUCTION OF DEVELOPMENT IMPACT FEES**

WHEREAS, the City Council of Live Oak has adopted Ordinance No.381, as later superseded by Ordinance No. 533, thereby creating and establishing authority for imposing and charging Development Impact Fee within the City; and

WHEREAS, the City of Live Oak charges Development Impact Fees to fund public infrastructure and services necessary to support new development; and

WHEREAS, the City Council has previously adopted fee reductions as an economic development tool, including the September 18, 2019, Resolution No. 36-2019 that temporarily reduced developer mitigation fees for up to 200 new single-family homes; and

WHEREAS, the City Council at its meeting on October 1, 2025, received a Fiscal Budget and Cash Flow Analysis that identified development fees as restrictive to new investment and recommended reevaluating fees as a strategy to spur growth and generate long-term revenue; and

WHEREAS, the City Council now desires to implement a reduction in Development Impact Fees as an economic development strategy while the City undertakes a comprehensive update to its fee studies and capital improvement plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Live Oak hereby authorizes a reduction in the existing Development Impact Fees over a six-year period, incrementally increasing each year as per Exhibit A, to promote housing development, and support long-term economic growth.

PASSED AND ADOPTED by the City Council of the City of Live Oak this 15th day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

NOT VOTING:

APPROVED:

Jeramy Chapdelaine, Mayor

ATTEST:

Clarissa Menchaca, City Clerk

Exhibit A

Current - Established 2011

	Public Safety			General Government		Parks, Recreation & Community Center			
Land Use	Transportation	Fire	Police	General	Crop Yard	Parks	Recreation	Community Center	Total
Residential	per unit								
Single-family,	\$3,092	\$1,733	\$626	\$1,143	\$653	\$3,351	\$231	\$881	\$11,710
Duplex, (per unit)	\$2,945	\$1,238	\$448	\$816	\$467	\$2,394	\$165	\$630	\$9,103
Multifamily, (per unit)	\$2,361	\$1,114	\$402	\$735	\$420	\$2,155	\$149	\$567	\$7,903
Nonresidential	per 1,000 square feet								
Office	\$3,740	\$296	\$107	\$195	\$112	\$143	\$10	\$0	\$4,603
Commercial	\$8,019	\$366	\$132	\$241	\$137	\$177	\$12	\$0	\$9,084
Industrial	\$2,368	\$366	\$132	\$241	\$137	\$177	\$12	\$0	\$3,433
Warehouse	\$1,685	\$154	\$55	\$102	\$58	\$75	\$5	\$0	\$2,134

Impact Fee Type	Single Family	Duplex (per unit)	Multifamily (per acre)	Non Residential (per acre)
Storm Drain Capacity & Connection Fee	\$3,949	\$2,819	\$24,960	\$25,920
Water Connection Fee (Distribution & Treatment) (<1")	\$7,635			
Sewer Connection Fee (Distribution & Treatment) (<1")	\$9,053			

2026 - 50% of Current

	Public Safety			General Government		Parks, Recreation & Community Center			
Land Use	Transportation	Fire	Police	General	Crop Yard	Parks	Recreation	Community Center	Total
Residential	per unit								
Single-family ₁	\$1,546	\$867	\$313	\$572	\$327	\$1,676	\$116	\$441	\$5,855
Duplex ₁ (per unit)	\$1,473	\$619	\$224	\$408	\$234	\$1,197	\$83	\$315	\$4,552
Multifamily ₂ (per unit)	\$1,181	\$557	\$201	\$368	\$210	\$1,078	\$75	\$284	\$3,952
Nonresidential	per 1,000 square feet								
Office	\$1,870	\$148	\$54	\$98	\$56	\$72	\$5	\$0	\$2,302
Commercial	\$4,010	\$183	\$66	\$121	\$69	\$89	\$6	\$0	\$4,542
Industrial	\$1,184	\$183	\$66	\$121	\$69	\$89	\$6	\$0	\$1,717
Warehouse	\$843	\$77	\$28	\$51	\$29	\$38	\$3	\$0	\$1,067

Impact Fee Type	Single Family	Duplex (per unit)	Multifamily (per acre)	Non Residential (per acre)
Storm Drain Capacity & Connection Fee	\$1,975	\$1,410	\$12,480	\$12,960
Water Connection Fee (Distribution & Treatment)(<1")	\$3,818			
Sewer Connection Fee (Distribution & Treatment)(<1")	\$4,527			

*Effective January 1, 2026

Example Cost Caluculation of Estimated Indexed Fees

2027 - 50% of Projected Indexed*

	Public Safety			General Government		Parks, Recreation & Community Center			
Land Use	Transportation	Fire	Police	General	Crop Yard	Parks	Recreation	Community Center	Total
Residential	per unit								
Single-family ₁	\$2,384	\$1,336	\$483	\$881	\$503	\$2,548	\$178	\$679	\$9,029
Duplex ₁ (per unit)	\$2,271	\$954	\$345	\$629	\$360	\$1,846	\$127	\$486	\$7,018
Multifamily ₂ (per unit)	\$1,820	\$859	\$310	\$527	\$324	\$1,662	\$115	\$437	\$6,093
Nonresidential	per 1,000 sqaure feet								
Office	\$2,884	\$228	\$82	\$150	\$86	\$110	\$8	\$0	\$3,549
Commercial	\$6,183	\$282	\$102	\$186	\$106	\$136	\$9	\$0	\$7,004
Industrial	\$1,826	\$282	\$102	\$186	\$106	\$136	\$9	\$0	\$2,647
Warehouse	\$1,299	\$119	\$42	\$79	\$45	\$58	\$4	\$0	\$1,645

Impact Fee Type	Single Family	Duplex (per unit)	Multifamily (per acre)	Non Residential (per acre)
Storm Drain Capacity & Connection Fee	\$3,045	\$2,173	\$19,244	\$19,984
Water Connection Fee (Distribution & Treatment)(<1")	\$5,887			
Sewer Connection Fee (Distribution & Treatment)(<1")	\$6,980			

*Effective January 1, 2027, the amount will be set at 50% of the 2011 established rates, adjusted for inflation in accordance with Municipal Code 15.50.020. Actual fees will vary based on actual inflation amount.

*Effective January 1, 2028, the amount will be set at 60% of the 2011 established rates, adjusted for inflation in accordance with Municipal Code 15.50.020. Actual fees will vary based on actual inflation amount.

*Effective January 1, 2029, the amount will be set at 70% of the 2011 established rates, adjusted for inflation in accordance with Municipal Code 15.50.020. Actual fees will vary based on actual inflation amount.

*Effective January 1, 2030, the amount will be set at 80% of the 2011 established rates, adjusted for inflation in accordance with Municipal Code 15.50.020. Actual fees will vary based on actual inflation amount.

*Effective January 1, 2031, the amount will be set at 90% of the 2011 established rates, adjusted for inflation in accordance with Municipal Code 15.50.020. Actual fees will vary based on actual inflation amount.

*Effective January 1, 2032, the amount will be set at 100% of the 2011 established rates, adjusted for inflation in accordance with Municipal Code 15.50.020. Actual fees will vary based on actual inflation amount.

CITY OF LIVE OAK STAFF REPORT

Date: October 15, 2025
To: Honorable Mayor & Members of the City Council
From: Jessica Mata, Human Resources

Subject: Establish Job Classification Community and Economic Development Director

Summary: Recommendation: 1) Approve the Community and Economic Development Director job description and set the salary schedule to align with market compensation data. Delete the existing Community Development Director classification.

2) Authorize the City's Finance Director to modify the FY 2025-26 budget with a supplemental appropriation in the amount of \$125,000 to fund the permanent Community and Economic Development position, allocated from appropriate funding sources.

Fiscal Impact: Approximately \$125,000. Actual costs subject to timing of recruitment and placement, offsetting savings from reductions to consultant services and vacancies from the Associate Planner salary.

Purpose:

To establish the Community and Economic Development Director classification, salary schedule, and appropriate funding for the position.

Background:

The position of Community and Economic Development Director plays a key role within the City, responsible for overseeing planning, economic development, building, housing, code enforcement, and other community initiatives. Currently these duties are being spread across multiple departments or are being absorbed by consultants. This has led to challenges in maintaining consistency, strategic focus, and efficient decision making on community development issues.

City administration believes that re-establishing the position will strengthen the City's community and economic development efforts, enhance coordination between departments, and support long term planning and growth for the City. City Council has set economic

Agenda Item 7.

development as a priority for the City at their 2025 strategic planning workshop.

The existing Community Development Director job classification and salary schedule are in need of updating to align with duties and current salary demands.

Analysis:

The new classification will be responsible for strategic planning and policy oversight, will provide department leadership, project and staff management, and will be the primary point of contact between the community and developers.

The Community and Economic Development Director will report directly to the City Manager and will be fundamental in shaping the future of the City's growth. With the establishment of this new classification, staff recommend deleting the existing Community Development Director classification to avoid potential redundancy.

The proposed salary range of \$125,364 to \$160,000 is competitive with similar positions in local agencies, ensuring the City can recruit the right person for the job. Staff recommends implementing the salary schedule amount to align with market data and consideration of Live Oak's financial position.

Fiscal Impact:

The estimated annual cost of the position will depend on salary schedule step placement, with a proposed salary range between \$125,000 and \$160,000. Benefits are expected to account for approximately 40-50% of the total compensation.

To fund the permanent position, Council would need to amend the approved FY 2025-26 budget to allocate funding for this position.

See Salary Schedule attached.

With the FY 2025-26 changes to the Building and Community Development Departments, through changing Building contract services, leaving the Associate Planner vacant, adding Part-Time employees for the Assistant Planner and Code Enforcement Officer roles, the City expects to save approximately \$55,000 per year.

Recommendation:

1) Approve the Community and Economic Development Director job description and set the salary schedule to align with market compensation data. Delete the existing Community Development Director classification; and 2) Authorize the City's Finance Director to modify the FY 2025-26 budget with a supplemental appropriation in the amount of \$125,000 to fund the permanent Community and Economic Development position, allocated from appropriate funding sources.

Attachments:

[Community and Economic Development Director Job Description](#)
[2024-2025 Salary Schedule Non Represented](#)

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general administrative direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Community and Economic Development Department including planning, building inspection and compliance, code enforcement, affordable housing, economic development, and related services; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

CLASS CHARACTERISTICS

The Community and Economic Development Director is an "at -will" employee of the City and serves at the pleasure of the City Manager. The position is considered a Department Director with responsibility for directing the activities of a Department with the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic planning and problem solving issues relating to the assigned Department and the City overall.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assumes full management responsibility for all Community and Economic Development Department services and activities including planning, building inspection and compliance, code enforcement, affordable housing, redevelopment agency and economic development operations and services.
- Develops, plans, coordinates, and manages the City's economic development program and initiatives regarding business assistance, attraction, retention, and expansion; sets annual program goals and objectives consistent with budget; plans, develops, and implements programs, plans, and policies to foster economic growth.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Supervises and coordinates the environmental review and development review process for all private and public development activities in the City; assists in the development of the General Plan; coordinates and reviews plan changes and resolves sensitive, controversial and complex issues; solves problems with developers, property owners, the public, architects, engineers, and planners as

well as City Council and Planning Commission.

- Collaborates with City staff, public officials, business community, consultants, media, and citizens in the accomplishment of program objectives; maintains professional relationships with regional, county, and local economic development organizations; makes presentations to private sector executives, local agencies, community groups, and City Council regarding the business advantages and opportunities within the City.
- Works as the single point of contact with existing and prospective businesses, developers, brokers, and partners to facilitate business expansion in or relocation to the City; provides guidance to business throughout the development and permitting process; assists new and expanding businesses in site selection, acquisitions, and facility construction.
- Oversees building plan check, building inspection, and code enforcement, planning activities, and ensures compliance with appropriate laws, ordinances, and regulations.
- Monitors legislation and developments related to economic development matters; evaluates their impact on City operations and programs, and recommends and implements policy and procedural improvements.
- Prepares and reviews complex documents including development agreements, specific and master plans including financing implementation plans and related contracts; testifies in court as an expert witness for the City on development related matters.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Gathers, tracks, and analyzes local, regional, and state economic and market indicators and other data, draws appropriate conclusions, and makes appropriate recommendations; conducts research regarding economic conditions and trends in the local area and makes recommendations for programs and activities for the City; identifies target industries based on operating, workforce, distribution, and infrastructure criteria, and City objectives.
- Serves as a representative for the Department and City in coordination with governmental agencies, community organizations, and other stakeholder groups as a participant in meetings, committees, and other professional settings.
- Attends and participates in meetings, conferences, workshops, and training sessions; stays abreast of new trends and innovations in field expertise.
- Researches funding opportunities; coordinates and/or completes and submits grant applications; tracks grant-funded projects and requirements; processes and maintains paperwork and reimbursement requests in compliance with funding and reporting requirements.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Planning, code enforcement, and related programs and functional areas; urban and regional planning, zoning, and development theory, principles, and practices and their application to a wide variety of municipal planning services; principles and practices of land use planning and development; pertinent

Federal, State, and local laws, codes, and regulations including land use and zoning codes and ordinances, Subdivision Map Act, and the California Environmental Quality Act; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; methods and techniques of eliciting community participation in planning and development issues; engineering, drawing, architectural layout, site plan design, and topographic mapping criteria.

Ability to:

Manage and direct a comprehensive Community Development Department; provide highly complex and responsible staff support to the Planning Commission, the City Council, and other boards, commissions, and committees as assigned. Develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; facilitate group participation and consensus building; prepare clear and concise administrative and financial reports; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, environmental planning, public administration, business administration, or related field.

Experience:

Five (5) years of increasingly responsible experience in economic development, planning, business administration, redevelopment, or related field, including two (2) years of management or supervisory experience. A Master's degree may substitute for one (1) year of experience.

License or Certificate:

Possession of an appropriate driver's license.

Possession of certification as a professional planner from the American Institute of Certified Planners is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work varying work schedules, weekends, evenings, and holidays, and may be called back to work, as required to accommodate the City's needs. Managerial and supervisory

employees are expected to be reasonably responsive during off-hours to provide their areas of assignment.

City of Live Oak
Salary Control Points As of 07/01/2024

Classification		Point A	Point B	Point C	Point D	Point E	Point F	Point G
City Manager <i>determined by City Council approved contract</i>	Yr.	153,000.00						229,500.00
	Mo.	12,750.00						19,125.00
	Hr.	73.560						110.340
		-						
Finance Director	Yr.	Yr.	\$ 117,528.92	\$ 123,405.37	\$ 129,575.64	\$ 136,054.42	\$ 142,857.14	\$ 150,000.00
	Mo.	Mo.	\$ 9,794.08	\$ 10,283.78	\$ 10,797.97	\$ 11,337.87	\$ 11,904.76	\$ 12,500.00
	Hr.	Hr.	\$ 56.504	\$ 59.330	\$ 62.296	\$ 65.411	\$ 68.681	\$ 72.115
Public Works Director	Yr.		82,521.93	88,711.07	94,900.21	102,017.72	109,135.26	117,320.40
	Mo.		6,876.84	7,392.60	7,908.36	8,501.48	9,094.62	9,776.71
	Hr.		39.675	42.651	45.625	49.046	52.470	56.405
Chief Plant Operator	Yr.		85,598.63	90,104.39	94,846.49	99,839.02	105,093.71	110,624.58
	Mo.		7,133.22	7,508.70	7,903.88	8,319.93	8,757.80	9,218.71
	Hr.		41.153	43.319	45.600	47.999	50.526	53.185
Community Development Director	Yr.		75,362.49	81,014.67	86,666.86	93,166.87	99,666.89	107,141.91
	Mo.		6,280.21	6,751.23	7,222.25	7,763.92	8,305.57	8,928.49
	Hr.		36.232	38.950	41.666	44.791	47.917	51.510
Community and Economic Development Director	Yr.		\$ 125,364.18	\$ 131,632.39	\$ 138,214.01	\$ 145,124.71	\$ 152,380.95	\$ 160,000.00
	Mo.		\$ 10,447.02	\$ 10,969.37	\$ 11,517.83	\$ 12,093.73	\$ 12,698.41	\$ 13,333.33
	Hr.		\$ 60.271	\$ 63.285	\$ 66.449	\$ 69.771	\$ 73.260	\$ 76.923
Parks & Recreation Director	Yr.		75,362.49	81,014.67	86,666.86	93,166.87	99,666.89	107,141.91
	Mo.		6,280.21	6,751.23	7,222.25	7,763.92	8,305.57	8,928.49
	Hr.		36.232	38.950	41.666	44.791	47.917	51.510

Financial Services Manager	Yr.	71,121.13	76,455.22	81,789.30	87,923.50	94,057.70	101,112.03	108,166.36
	Mo.	5,926.76	6,371.27	6,815.78	7,326.96	7,838.14	8,426.00	9,013.86
	Hr.	34.193	36.757	39.322	42.271	45.220	48.612	52.003
City Clerk	Yr.	68,952.00	74,123.40	79,294.80	85,241.91	91,189.02	98,028.20	104,867.37
	Mo.	5,746.00	6,176.95	6,607.90	7,103.49	7,599.08	8,169.01	8,738.95
	Hr.	33.150	35.636	38.123	40.982	43.841	47.129	50.419
Building Official	Yr.	66,689.06	71,690.74	76,692.44	82,444.38	88,196.31	94,811.03	101,425.76
	Mo.	5,557.42	5,974.23	6,391.03	6,870.36	7,349.70	7,900.93	8,452.15
	Hr.	32.062	34.466	36.872	39.637	42.402	45.583	48.762
Management Analyst	Yr.	65,425.46	70,332.37	75,239.28	80,882.23	86,525.16	93,014.55	99,503.94
	Mo.	5,452.13	5,861.04	6,269.94	6,740.19	7,210.43	7,751.21	8,292.00
	Hr.	31.455	33.814	36.172	38.885	41.599	44.719	47.839
Associate Planner	Yr.	65,425.46	70,332.37	75,239.28	80,882.23	86,525.16	93,014.55	99,503.94
	Mo.	5,452.13	5,861.04	6,269.94	6,740.19	7,210.43	7,751.21	8,292.00
	Hr.	31.455	33.814	36.172	38.885	41.599	44.719	47.839
Executive Assistant to City Manager	Yr.	52,499.03	56,436.46	60,373.88	64,901.92	69,429.97	74,637.22	79,844.47
	Mo.	4,374.91	4,703.03	5,031.16	5,408.50	5,785.84	6,219.78	6,653.72
	Hr.	25.240	27.133	29.026	31.203	33.381	35.884	38.387
Aquatics Supervisor	Yr.	-	-	-	-	-	-	-
	Mo.	-	-	-	-	-	-	-
	Hr.	17.868	18.761	19.699	20.684	21.718	22.804	
Head Lifeguard	Yr.	-	-	-	-	-	-	-
	Mo.	-	-	-	-	-	-	-
	Hr.	16.207	17.017	17.868	18.761	19.699	20.684	

Lifeguard	Yr.	-	-	-	-	-	-
	Mo.	-	-	-	-	-	-
	Hr.	15.802	16.592	17.422	18.293	19.208	20.168
Recreation Leader II	Yr.	-	-	-	-	-	-
	Mo.	-	-	-	-	-	-
	Hr.	16.312	17.170	18.074	19.025	19.976	20.975
Recreation Leader I	Yr.	-	-	-	-	-	-
	Mo.	-	-	-	-	-	-
	Hr.	15.496	16.312	17.170	18.074	19.025	19.976
Temp. Maintenance Worker 1,000 hrs. Seasonal	Yr.	-	-	-	-	-	-
	Mo.	-	-	-	-	-	-
	Hr.	15.496	16.312	17.170	18.074	19.025	19.976
Intern	Yr.	-	-	-	-	-	-
	Mo.	1,500.00	-	-	-	-	4,000.00
	Hr.	-	-	-	-	-	-
City Council	Yr.	-	-	-	-	-	-
	Mo.	656.37	-	-	-	-	-
	Hr.	-	-	-	-	-	-