



LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA JUNE 21, 2023 6:00 PM

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

MEMBERS OF THE COUNCIL

BOB WOTEN, MAYOR
JERAMY CHAPDELAIN, VICE MAYOR
LAKHVIR GHAG, COUNCILMEMBER
ASHLEY HERNANDEZ, COUNCILMEMBER
NANCY SANTANA, COUNCILMEMBER

AARON PALMER,
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/89546189810>
 - **Join by Phone:**
1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 895 4618 9810

- **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.

- **Live Remote Public Comment:** Members of the public can submit a live remote public comment by:
 - *Joining the virtual Council meeting via the link below. When public comment is opened, raise your virtual hand and be called upon to speak for up to 3 minutes.*

<https://us02web.zoom.us/j/89546189810>
 - *Joining the virtual Council meeting by calling the phone number below. When public comment is opened, dial *9 to raise your hand and be called upon to speak for up to 3 minutes.*

 1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 895 4618 9810
 - **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 attached to the minutes. Please note that emailed comments will NOT be read aloud by staff during the meeting.
 - **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 attached to the minutes. Please note that eComments will NOT be read aloud by staff during the meeting.
-

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 June 7, 2023, City Council Regular Meeting minutes.
(Clarissa Menchaca, City Clerk)
2. City Projects Update
Recommendation: Receive and file.
(Ron Walker, Public Works Director)

BUSINESS ITEMS

3. Discussion and Approval of a Letter to be Sent from the City Council to Caltrans District 3 Requesting a Traffic Signal at the Intersection of Highway 99 and Nevada Street
Recommendation: Approve a letter to be sent to Caltrans District 3 requesting a traffic signal at the Intersection of Highway 99 and Nevada Street.
(Aaron Palmer, City Manager)
4. Granicus Strategic Review and Platform Solutions
Recommendation: Discussion and possible approval of additional platform solutions.
(Clarissa Menchaca, City Clerk)

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



**City of Live Oak
Report to City Council**

Meeting Date: June 21, 2023

Title: City Council Meeting Minutes

Contact Information: Clarissa Menchaca, City Clerk

Recommendation: Approve the June 7, 2023, City Council Regular Meeting minutes.

Attachments:

[Minutes](#)



LIVE OAK CITY COUNCIL

MINUTES
JUNE 7, 2023
6:00 PM

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

MEMBERS OF THE COUNCIL

BOB WOTEN, MAYOR
JERAMY CHAPDELAINE, VICE MAYOR
LAKHVIR GHAG, COUNCILMEMBER
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NANCY SANTANA, COUNCILMEMBER

AARON PALMER,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

CALL TO ORDER

Meeting called to order by Mayor Woten at Live Oak City Council Chambers, 9955 Live Oak Boulevard, Live Oak, CA at 6:02 pm.

ROLL CALL

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

Absent: Councilmember Santana

PLEDGE OF ALLEGIANCE AND INVOCATION

Councilmember Ghag led the Pledge of Allegiance. Vice Mayor Chapdelaine delivered the invocation.

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

There were no corrections and/or changes to the agenda.

PRESENTATIONS AND RECOGNITIONS

PUBLIC COMMENT

The following member of the public submitted a written public comment: Dale Carlson.

The following member of the public addressed the Council: Hardeep Mundh.

**Clerk's Note: Councilmember Santana arrived at 6:07 pm.

CONSENT ITEMS

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

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

VOTE: MOTION PASSED UNANIMOUSLY

1. City Council Meeting Minutes
Clarissa Menchaca, City Clerk
Council action: May 17, 2023, City Council Regular Meeting minutes approved.
2. City Projects Update
Ron Walker, Public Works Director
Council action: Received and filed.
3. Sewer Pickup Truck Purchase
Ron Walker, Public Works Director
Council action: Purchase of a new pickup truck authorized to be used in the Sewer Department.
4. Resolution for Designation of Road Maintenance and Rehabilitation Projects Related to Gas Tax SB 1 Requirements
James Ramsey, Finance Director
Council action: Resolution No. 09-2023 adopted.

CONSENT ITEMS

5. Discussion and Possible Action Regarding Sutter County Sheriff's Contract
Aaron Palmer, City Manager

Sheriff Brandon Barnes provided a report for the Council.

Lieutenant Raj Gill addressed questions from the Council.

Undersheriff Scott Smallwood addressed questions from the Council.

Kim Randhawa, Sutter County Sheriff Finance Manager, addressed questions from the Council.

The following member of the public submitted a written public comment: Peggy Reichardt.

The following member of the public addressed the Council: Michele Curiel.

MOTION: CALL FOR THE QUESTION.
(MOTION: WOTEN; SECOND: CHAPDELAINE)

VOTE: MOTION PASSED 3-2
AYES: COUNCILMEMBER HERNANDEZ, VICE MAYOR CHAPDELAINE, AND MAYOR WOTEN
NOES: COUNCILMEMBERS SANTANA AND GHAG

MOTION: APPROVE THE PROPOSED CHANGES TO THE EXISTING CONTRACT.
(MOTION: WOTEN; SECOND: CHAPDELAINE)

VOTE: MOTION FAILED 2-3
AYES: VICE MAYOR CHAPDELAINE AND MAYOR WOTEN
NOES: COUNCILMEMBERS HERNANDEZ, SANTANA, AND GHAG

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

There were no items removed from the Consent Agenda.

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

Aaron Palmer, City Manager, announced the opening of the pool and commencement of swim lessons. Mr. Palmer highlighted the following events: Stay Kool at the Pool event scheduled for Wednesday, June 14, 2023, Tennis Camp which begins on Monday, June 12, 2023, and the SayLOVE event scheduled for Saturday, June 10, 2023.

COUNCILMEMBER COMMENTS

Councilmember Hernandez touched on the upcoming SayLOVE event scheduled for Saturday, June 10, 2023.

Councilmember Ghag highlighted his attendance at the Sacramento Area Council of Governments meeting and the Feather River Air Quality Management District meeting.

Vice Mayor Chapdelaine touched on his attendance at the Regional Housing Authority Board of Commissioners meeting.

CLOSED SESSION

After the Closed Session the City Council will leave the Council Chambers and the meeting will be adjourned by operation of law due to lack of a quorum. If there is any reportable Closed Session Action, a report will be made at the beginning of the next regular Council meeting. After the Closed Session Item descriptions are read by the City Attorney, all members of Council, applicable Consultants and Staff are asked to join the Closed Session meeting.

6. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8:

Property Description:	APNs 06-630-009, 06-630-010, 06-630-011, 06-630-012, 06-630-013
City Negotiator:	Aaron Palmer
Realtor Representing Potential Buyer:	Aaron Pamma of Stromer Realty
Negotiations:	Price and terms

ADJOURNMENT

Mayor Woten adjourned the meeting at 8:08 pm.

Bob Woten, Mayor

ATTEST:

Clarissa Menchaca, City Clerk



**City of Live Oak
Report to City Council**

Meeting Date: June 21, 2023
Title: City Projects Update
Contact Information: Ron Walker, Public Works Director

Background:

1. Pennington Road - West Project: For members of the public that have questions and/or concerns an information line and website have been set up. The information telephone number is (530) 557-2023. Also, Franklin Construction has started pavement removal and subgrade work. A project schedule has been attached to this report.
2. Pennington East - East Project: Right-of-way and preliminary design are underway. Staff is continuing with the design work. The plan and data sheets have been set up.
3. P Street Lift Station Improvement Project: Staff received an update from Kevin Warring with the Water Board on May 24, 2023. Kevin stated that he did not have any updates regarding the application, the Environmental and financial packages are in for review. The general and technical package are complete based on his initial review, and the funding agreement execution is on schedule to be executed in six to eight months.
4. Wastewater Treatment Plant Solar Project: Staff received an update from Kevin Warring with the Water Board on May 24, 2023. The construction grant extension has been approved by the Water Board and the City Manager has reviewed and signed the agreement.
5. Wastewater Treatment Plant Headworks Rehabilitation Project: The State has not evaluated this grant application yet, because of a backlog of grant applications.
6. Well 7 and Well 4 Generator Grant Project: This grant application received a Priority 2 ranking according to the California Public Utility Commission's High Fire Threat District Map. If there is any funding left after all Priority 1 applications have been addressed, the State Water Resource Control Board will start on Priority 2 ranked applications.
7. Customer Complaint Project: A product demonstration has been rescheduled by Granicus for June 15, 2023.
8. Welcome to Live Oak Signs: Staff has contacted Arrow Signs Co. and is in the initial process of reviewing and updating the agreement between the City and Arrow Signs Co.
9. Streets Master Plan: Staff will update as funds become available.
10. Dog Park: The Dog Park has been staked out by the engineers. Staff would like for council members to visit the park. The park is approximately .75 Acres.

Analysis:

This report is a City Projects Update.

Fiscal Impacts:

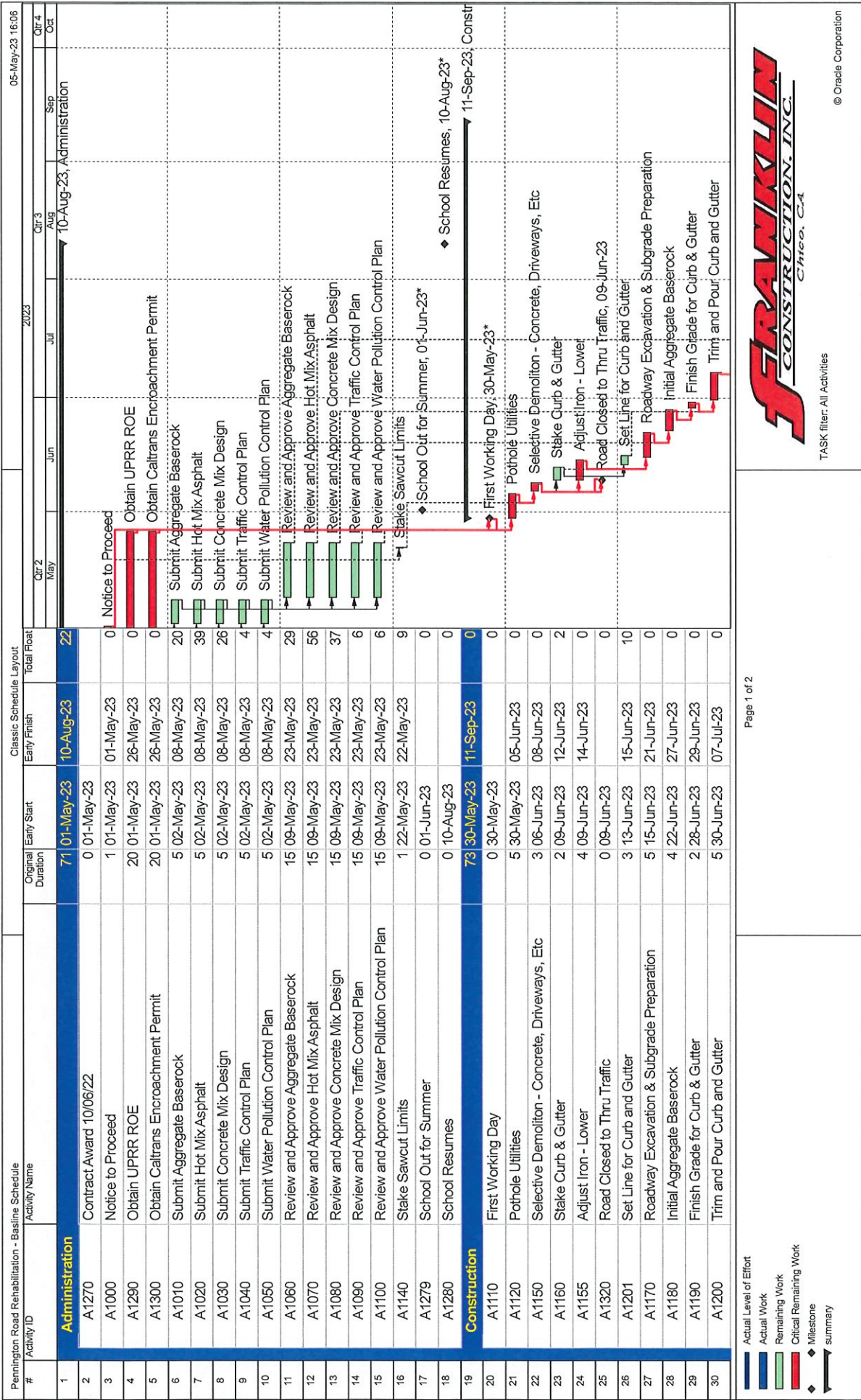
None.

Recommendation:

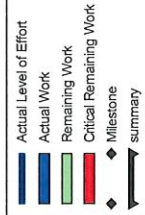
Receive and file.

Attachments:

[Project Schedule](#)



Pennington Road Rehabilitation - Baseline Schedule			Classic Schedule Layout										05-May-23 16:06	
#	Activity ID	Activity Name	Original Duration	Early Start	Early Finish	Total Float	2023							
							Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3		
							May	Jun	Jul	Aug	Sep	Oct		
31	A1210	Concrete Cure Curb and Gutter	3	10-Jul-23	12-Jul-23	0								
32	A1235	Stake Back of Walk & Driveways	2	10-Jul-23	11-Jul-23	8								
33	A1220	Finish Grade Aggregate Baserock	3	13-Jul-23	17-Jul-23	0								
34	A1231	Install Prime Coat	1	18-Jul-23	18-Jul-23	0								
35	A1230	Install HMA Paving	3	19-Jul-23	21-Jul-23	0								
36	A1240	Adjust Iron - Raise	7	24-Jul-23	01-Aug-23	18								
37	A1236	Finish Grade for Flatwork/Driveways	10	24-Jul-23	04-Aug-23	0								
38	A1330	Open Roadway to Public	0	01-Aug-23	01-Aug-23	28								
39	A1237	Form, Pour, Pour Strip Flatwork/Driveways	15	07-Aug-23	25-Aug-23	0								
40	A1250	Thermoplastic Striping	4	28-Aug-23	31-Aug-23	0								
41	A1255	Install Signs	5	01-Sep-23	08-Sep-23	0								
42	A1260	Punchlist	1	11-Sep-23	11-Sep-23	0								
43	A1130	Project Completion	0		11-Sep-23	0								



TASK filter: All Activities

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City of Live Oak Report to City Council

Meeting Date:	June 21, 2023
Title:	Discussion and Approval of a Letter to be Sent from the City Council to Caltrans District 3 Requesting a Traffic Signal at the Intersection of Highway 99 and Nevada Street
Contact Information:	Aaron Palmer, City Manager
Location:	Highway 99 and Nevada Street
Background:	With the completion of the highway and the recent accident activity, the City Council would like Caltrans District 3 to review the intersection of Highway 99 and Nevada Street.
Analysis:	The City Council would like to send a letter to Caltrans District 3 requesting that Caltrans review the increased traffic and accidents that have occurred in the City since the completion of the Highway 99 project. The City Council feels that a signal light could be warranted for the intersection of Highway 99 and Nevada Street. The City Council desires that Caltrans study this issue and determine if a signal light is warranted at this intersection.
Fiscal Impacts:	None
Recommendation:	Approve a letter to be sent to Caltrans District 3 requesting a traffic signal at the Intersection of Highway 99 and Nevada Street.



City of Live Oak Report to City Council

Meeting Date:	June 21, 2023
Title:	Granicus Strategic Review and Platform Solutions
Contact Information:	Clarissa Menchaca, City Clerk
Background:	At the March 8, 2023 City Council meeting, Council requested a presentation from Granicus regarding the platforms the City currently has with Granicus. There was also discussion regarding a Customer Relations Management software offered through Granicus. Meg Marshall, Granicus Account Manager, will present an overview of the platforms the City currently has through Granicus and will touch on additional platform solutions available as well as the benefits of moving from current solutions to others which may be better suited for the City.
Fiscal Impacts:	None.
Recommendation:	Discussion and possible approval of additional platform solutions.
Attachments:	

[PowerPoint Presentation](#)

“Clerk Smarter, Not Harder.”

Granicus + Live Oak, CA – A Trusted Partnership Since 2018

Where It Started – Where it's Heading..

Presented By

Meg Marshall – Account Manager

June 21st, 2023

Did you know?

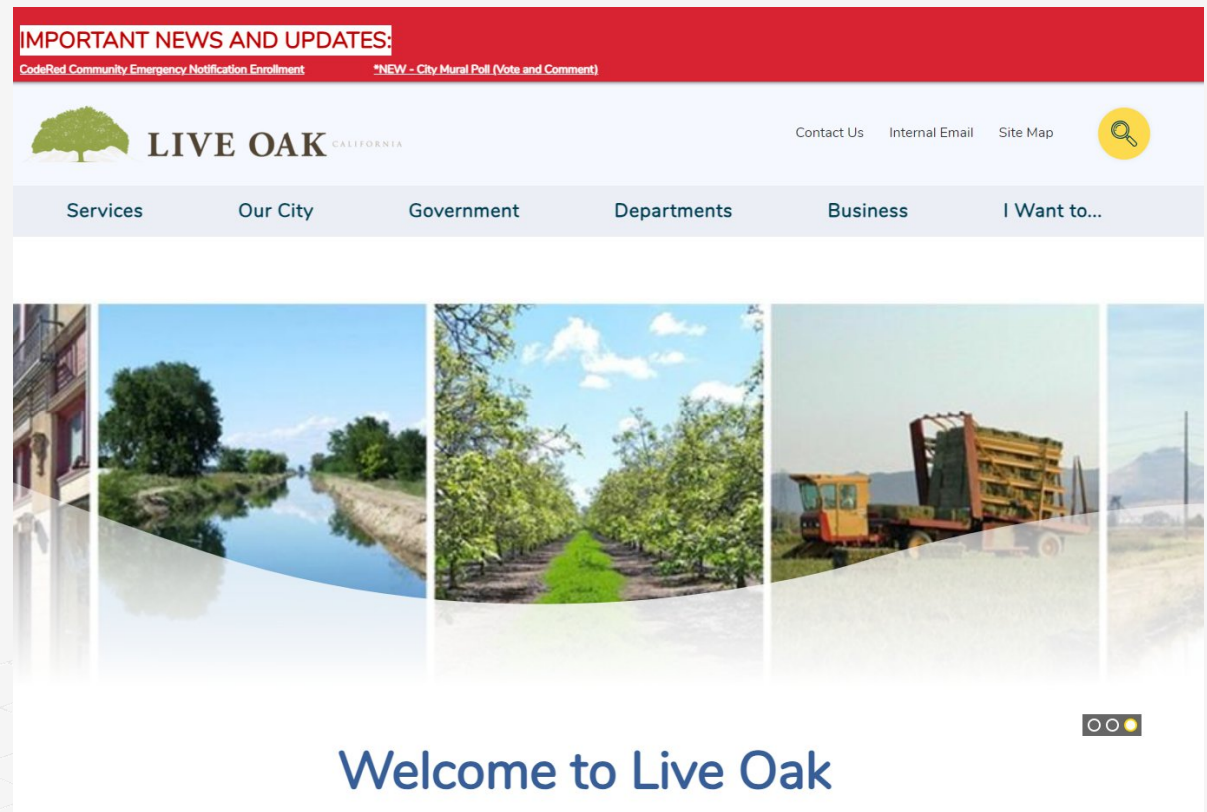
- Granicus was founded in 1999 in San Francisco as a video solution for streaming government meetings.
- Granicus now supports over 6,000 government customers spanning from small and local entities, public safety, and school districts K-12.
- Roughly 110k+ citizens sign up to receive information through Granicus every day
- We hire a wide range of staff, including retired city officials, that help our developers enhance our software with key experience in mind.

Website & CMS

Current annual subscription fees - \$10,303

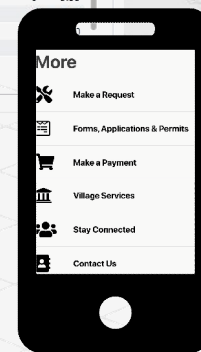
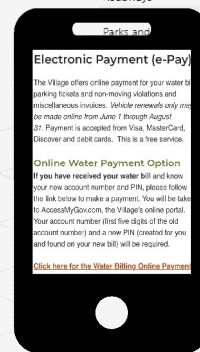
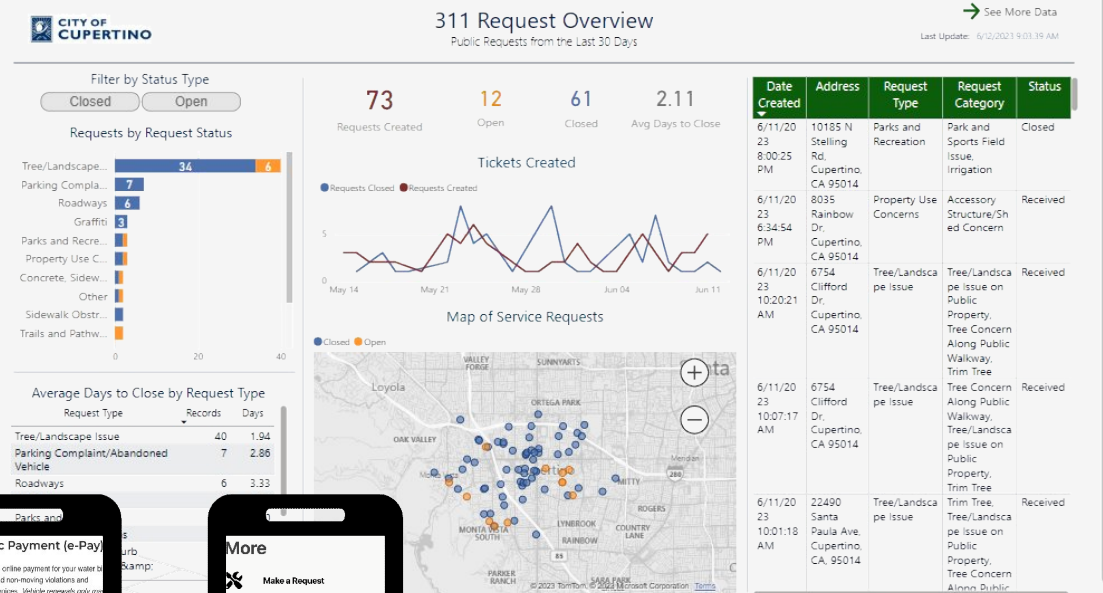
Live Oak was introduced to Granicus in 2018 after the acquisition of IQM2. After the merge, Live Oak presented the idea of a new website, and thus launched their GovAccess Vision CMS. This gave the city..

- Ease of use & administrative control
- Mobile management
- Interior page design
- Continuous innovation



OneView - Digital Services 💡

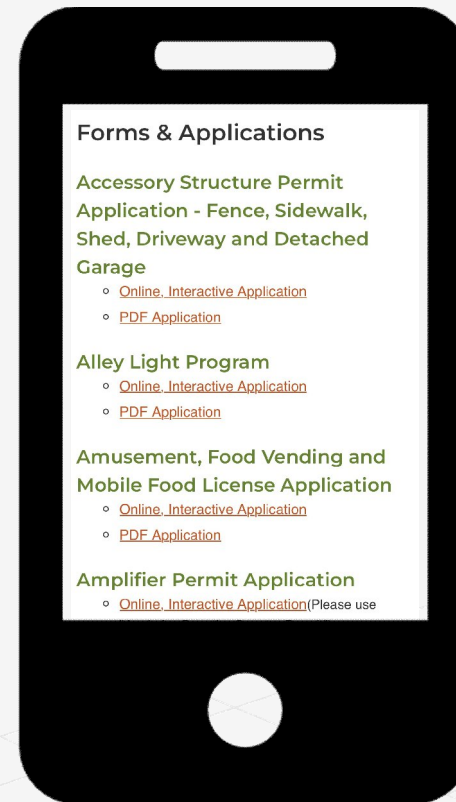
OneView is centralized service for everyday citizen engagement. An online platform to create and build relationships that connects governments with constituents to serve better and improve outcomes, with online services (e.g. web and mobile) that enable residents to submit and track service requests and staff to manage those requests end-to-end.



OneView Essentials

\$9,000 annually (with 7% annual uplift), \$3,500 one-time implementation fees

- Full Citizen Request Management
- Robust Workflows
- Mobile App
- Unlimited Users
- Integration Library
- One software Integration



1

Download the app

2

Choose a service

3

Track, Manage, Pay

OneView Enterprise

\$13,500 annually (with 7% annual uplift), \$3,500 one-time implementation fees

Includes everything that comes with Essentials, plus -

- Custom SLA's
- Team Management
- API Access (the process of allowing mobile apps, developers' frameworks, building management tools, and software applications to access and use pertinent data from a given application programming interface)
- Single-Sign On (SSO)
- Two software integrations



Peak Agenda Management

Current agenda management subscription fees - \$8,901

Live Oak made the switch from IQM2 to Peak Agenda in 2019. With smaller agencies in mind, Peak's simplistic design helps clerks like Clarissa collect agenda items, initiate approval workflows and publish meeting information to the city's website in a timely manner.

Email Updates

To sign up for email updates or to access your subscriber preferences, please enter your contact information below

*Email Address

Upcoming Events

City Council Jun 21, 2023 - 06:00 PM

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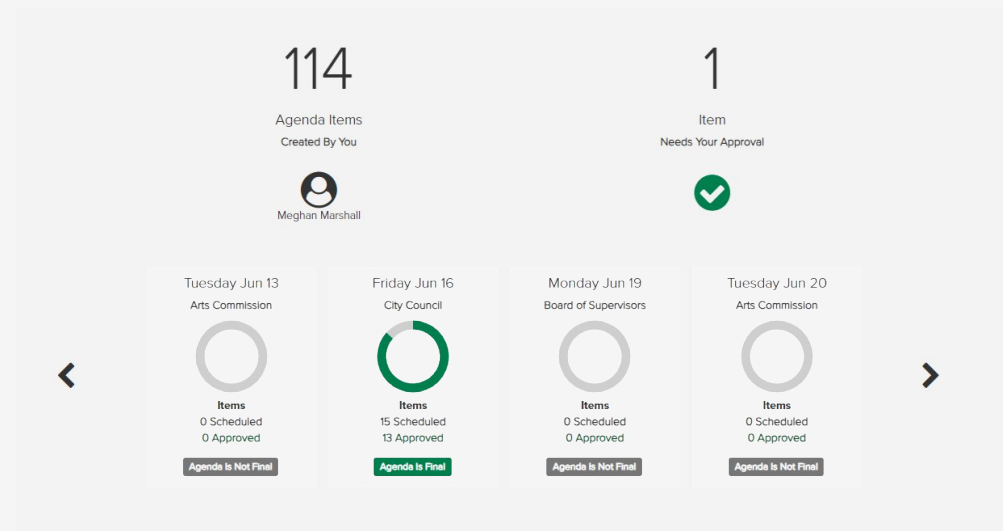
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+ City Council
+ Planning Commission
+ Streets, Lights, and Traffic Committee
+ Water, Sewer, and Storm Drain Committee



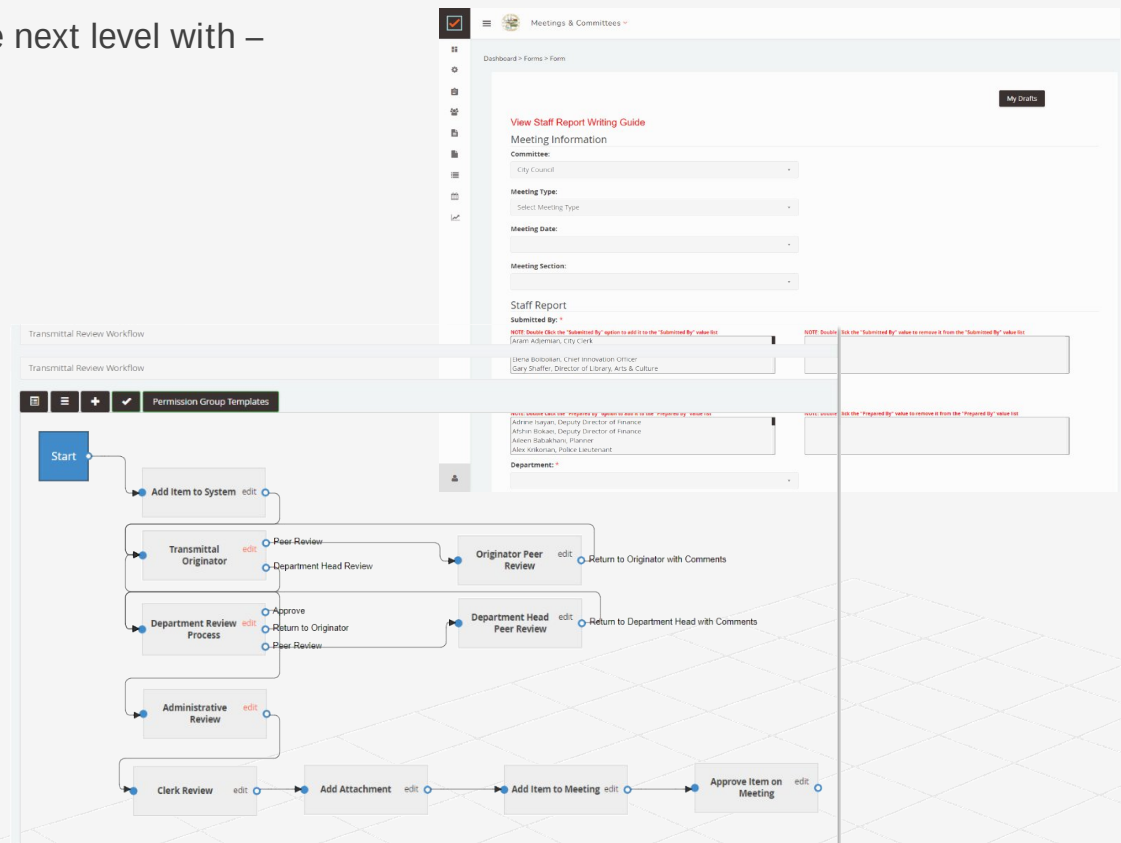
Though Peak is known for its efficiency in centralizing the agenda management process, it has its limitations within design, formatting, and communications between staff and administrator.

OneMeeting – Agenda & Meeting Management

\$18,073 annually (with 7% annual uplift), \$2,020 one-time implementation fees

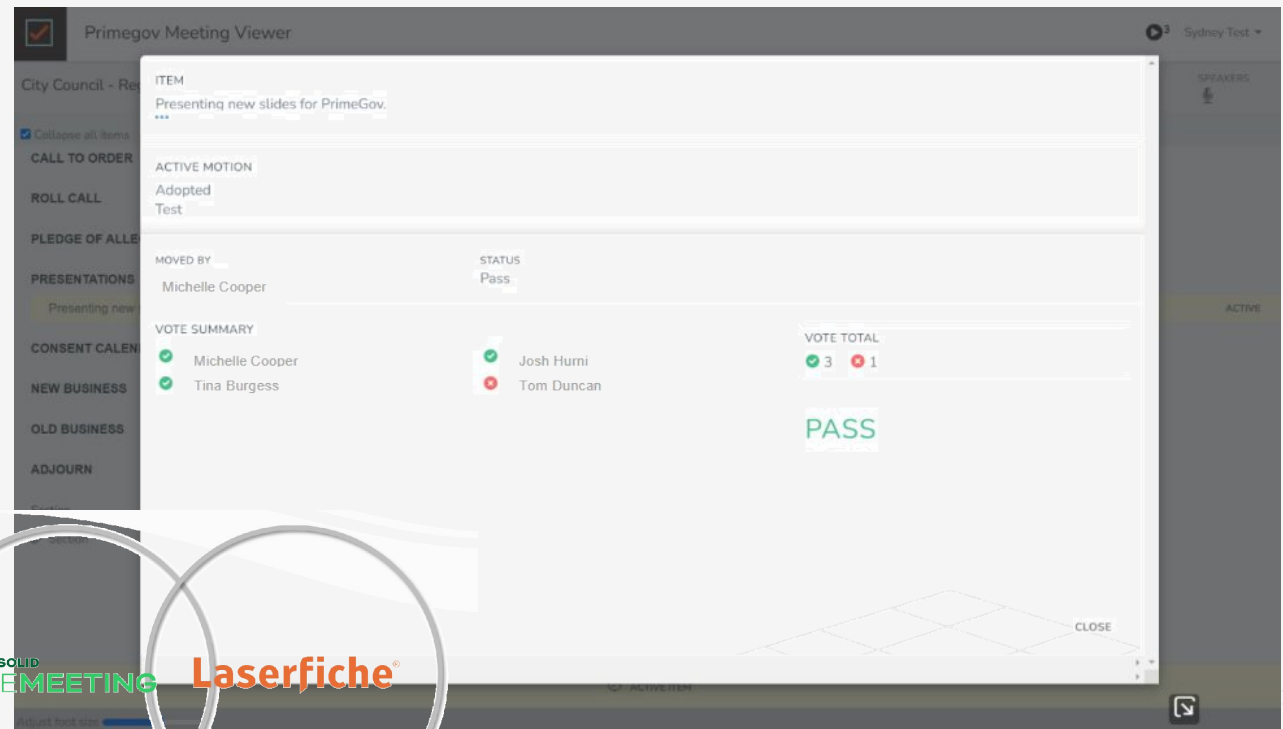
OneMeeting takes agenda management to the next level with –

- Custom Templates
- Dynamic Selection
- Dynamic Routing
- Microsoft Office Word Integration
- Insert Tables/Images
- Redaction
- No File Size Limit
- Ability to change/clean up formatting



OneMeeting - In-Meeting Experience Enhancements

- Dynamic Roll Call
- Block Voting
- Quick Motions
- Integrated Speaker Lists
- Action Report
- Syncs to Clarissa's minutes
- Public ability to request to speak/comment



Video Options

Current Video Subscription Fees - \$9,036



Government
Transparency



Live Cast



Swagit



Live Cast – Self Managed Streaming

\$9,867 annually (with 7% annual uplift), \$5,850 one-time implementation fees

- Hyperlinked agendas, minutes, and documents
- Advanced keyword search
- 100% cloud-based giving Clarissa remote meeting capabilities
- Simulcast: Distribute streams to Facebook, YouTube, and your website
- 720P video quality out of the box

The screenshot displays the Live Cast Self Managed Streaming interface. On the left, a video feed shows a city council meeting in progress. Below the video, there are controls for 'Pause' and 'End', and a 'Time Remaining' indicator showing 58 min 53 sec. A 'Help' button is also visible. The main content area on the right is divided into two sections. The top section, titled '5.1) Resolution relating...', contains a 'Timestamp' field with the value '12:53:03 PM' and a 'Record' button. Below this is a text area for the 'Agenda item text' containing a resolution regarding a minor modification to the Detailed Planned Development known as Nova. The bottom section, titled '5.2) Resolution approving a request for a deviation from the performance standards established by the Riverwalk Site Plan Review Overlay Zone (SPROZ)', contains a text area for the resolution text. The interface also includes a sidebar with a list of agenda items and a 'Roll Call' button at the top.

Swagit Avior – Hands Free Video Streaming

\$32,066.30 annually (with 7% annual uplift), \$62,706.28 one-time implementation fees

In our post-pandemic world, the public expects local government to provide live streamed and recorded public meetings, such as this one. But, if your organization is relatively small and struggles with limited IT resources and/or capabilities, a self-managed meeting, streaming, and recording system can be overwhelming.

With Swagit you have ..

- Search by Spoken Word
- Multi-platform streaming
(PEG channel, Roku, Twitter, etc.)
- Closed captioning for compliance
(AI driven or live human)
- On-site installation



When Live Oak is ready to grow, Granicus will grow with you.



+



At this time I will open it up to any remaining questions..