



LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA SEPTEMBER 3, 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/89342083725>
 - **Join by Phone:**
1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 893 4208 3725

- **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**

- A. Presentation - RSS Consulting

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 August 20, 2025, City Council Regular Meeting minutes.
(Clarissa Menchaca, City Clerk)

BUSINESS ITEMS

2. Receive Report on AB 1600 (Development Impact Fees) Funds
Recommendation: 1) Accept the annual report on development impact fees; and 2) Adopt findings that funds held longer than five years are needed for future projects.
(James Ramsey, Finance Director)

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****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.

3. Conference with Labor Negotiators Pursuant to California Government Code Section 54957.6:
Agency Designated Representatives: Benjamin Moody, City Manager
Employee Organization: Public Employees Union Local #1 (AFSME)

ADJOURNMENT

CITY OF LIVE OAK
STAFF REPORT

Date: September 3, 2025
To: Honorable Mayor & Members of the City Council
From: Benjamin Moody, City Manager

Subject: Presentation - RSS Consulting

CITY OF LIVE OAK
STAFF REPORT

Date: September 3, 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 August 20, 2025, City Council Regular Meeting minutes.

Recommendation:

Approve the August 20, 2025 City Council Regular Meeting minutes.

Attachments:

[Minutes](#)



LIVE OAK CITY COUNCIL

MINUTES
AUGUST 20, 2025
6:00 PM

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

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

CALL TO ORDER

Meeting called to order by Mayor Chapdelaine at Live Oak City Council Chambers, 9955 Live Oak Boulevard, Live Oak, CA at 6:00 pm.

ROLL CALL

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

Absent: Councilmember Hernandez

PLEDGE OF ALLEGIANCE AND INVOCATION

Vice Mayor Pamma led the Pledge of Allegiance. Mayor Chapdelaine 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

Public Comment was opened and closed without any speakers.

CONSENT ITEMS

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

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

VOTE: **MOTION PASSED 3-0-1-1**
AYES: **COUNCILMEMBER WOTEN, VICE MAYOR PAMMA, AND MAYOR CHAPDELAINE**
NOES: **NONE**
ABSTAIN: **COUNCILMEMBER SANTANA**
ABSENT: **COUNCILMEMBER HERNANDEZ**

1. City Council Meeting Minutes
Clarissa Menchaca, City Clerk
Council action: August 6, 2025, City Council Regular Meeting minutes approved.

BUSINESS ITEMS

2. Professional Services Agreement with JC Nelson Consulting for Solar Panel Project Management Services
Benjamin Moody, City Manager

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

Public Comment was opened and closed without any speakers.

MOTION: **AWARD A PROFESSIONAL SERVICES AGREEMENT TO JC NELSON CONSULTING OF CARMICHAEL, CA, FOR SOLAR PANEL PROJECT MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED \$80,000, WITH THE FINDING THAT IT IS IN THE BEST INTEREST OF THE CITY, WITH AVAILABLE FUNDING FROM SEWER ENTERPRISE OPERATIONS, FUND 13.**
(MOTION: WOTEN; SECOND: CHAPDELAINE)

VOTE: **MOTION PASSED 4-0-1**

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

NOES: **NONE**

ABSENT: **COUNCILMEMBER HERNANDEZ**

3. Past Due Water and Sewer Accounts
James Ramsey, Finance Director

James Ramsey, Finance Director, provided a report for the Council.

Public Comment was opened and closed without any speakers.

MOTION: **1) ADOPT RESOLUTION AUTHORIZING PAST DUE ACCOUNT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,432.64; AND 2) DIRECTION PROVIDED TO CITY MANAGER TO PREPARE OPTIONS REGARDING THE SEWER CODE SECTIONS IN REGARDS TO THE DEPOSIT AMOUNTS AND PROCESSES FOR DETERMINING THE RESPONSIBILITY OF PAYMENT ON BOTH THE OWNER AND TENANT SIDE.**
(MOTION: CHAPDELAINE; SECOND: WOTEN)

VOTE: **MOTION PASSED 4-0-1**

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

NOES: **NONE**

ABSENT: **COUNCILMEMBER HERNANDEZ**

Reference Resolution No. 16-2025.

4. Receive Report on Water Fund Advance
James Ramsey, Finance Director

James Ramsey, Finance Director, provided a report for the Council.

Public Comment was opened and closed without any speakers.

Council action: Received and filed.

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

Benjamin Moody, City Manager, reported that he met with Glad Tidings to discuss the potential use of the Leo Chesney facility as a congregate care center for trafficked youth, and noted that a consultant specializing in this area will provide a presentation at the next Council meeting. Additionally, Mr. Moody met with a developer regarding the first phase of the Millenium Farms subdivision. Mr. Moody concluded by highlighting the upcoming Budget Workshop scheduled for the September 17th Council meeting.

COUNCILMEMBER COMMENTS

Councilmember Santana inquired about the detour signs around town and about banners for the posts along the highway.

Councilmember Woten discussed his attendance at the Regional Housing Authority Board of Commissioners meeting.

Mayor Chapdelaine highlighted his attendance at the Regional Housing Authority Board of Commissioners meeting, Sutter Butte Flood Control Agency meeting, and noted the upcoming Sacramento Area Council of Governments meeting.

ADJOURNMENT

Mayor Chapdelaine adjourned the meeting at 6:41 pm.

Jeremy Chapdelaine, Mayor

ATTEST:

Clarissa Menchaca, City Clerk

CITY OF LIVE OAK STAFF REPORT

Date: September 3, 2025
To: Honorable Mayor & Members of the City Council
From: James Ramsey, Finance

Subject: Receive Report on AB 1600 (Development Impact Fees) Funds

Summary: Recommendation: Receive and file.

Fiscal Impact: None.

Purpose:

To specifically account for and determine a continuing need for AB 1600 funds (Development Impact Fee Funds) that were collected for a specified purpose in relation to the development.

Background:

Government Code Section 66002 (AB 1600) requires the City to review on an annual basis the status of collected development impact fees. In the event any fees are expended and unencumbered for more than five years, the City may retain the fees if the City Council adopts certain findings which substantiate the need for retaining such funds. If findings are not adopted to support the retention of the funds, the unexpended funds must be returned to the current owners of the subject property.

The funds being accumulated in each of the funds are to be used for projects to serve the City at General Plan build-out. Presently, there are not adequate funds available to commence any of the projects. City staff recommends that the City Council specify that the uncommitted funds in the Community Center Fund, Public Works Fund, General Government Fund, Public Safety Police, Public Safety - Fire Fund, and the Flood Control Fund are to be retained and used for projects noted in the City of Live Oak AB 1600 Fee Update Final Report dated March 2011.

Analysis:

As of June 30, 2025, the following funds had balances for a time period greater than five years:

See Exhibit A attached.

Fiscal Impact:

Agenda Item 2.

None.

Recommendation:

1) Accept the annual report on development impact fees; and 2) Adopt findings that funds held longer than five years are needed for future projects.

Attachments:

[Exhibit A](#)

[Exhibit B - FY 2025 Schedule of DIF Revenues](#)

Exhibit A

Fund Name	Fund #	Amount > 5 years
Community Center	31	\$ 206,854.21
Public Works	32	11,186.28
General Government	33	327,149.25
Police	34	53,680.51
Flood Control	39	2,058.73
		<u>\$ 600,928.98</u>



As of June 30th	Element	Fund Number	30	31	32	33	34	35	36	39	Total
			Parks & Recreation	Community Center	Public Works	General Government	Police	Fire	Roads / Signals	Flood Control	
2019	Balances > 5 years	\$	43,269.91	\$ 206,854.21	\$ 11,186.28	\$ 330,987.75	\$ 152,658.37	\$ 102,681.34	\$ 53,289.39	\$ 2,058.73	\$ 902,985.98
2020	Impact Fee Revenues		112,353.00	27,636.00	20,475.00	35,847.00	19,623.00	54,351.00	105,930.00	-	376,215.00
	Interest Revenues		1,859.51	3,477.64	389.70	5,467.51	2,558.16	2,090.82	1,985.60	31.70	17,860.64
	Miscellaneous Revenues		-	-	-	-	-	1,442.03	-	-	1,442.03
	Expenditures		-	-	-	(946.00)	-	(10,000.00)	-	-	(10,946.00)
	Ending Balance		157,482.42	237,967.85	32,050.98	371,356.26	174,839.53	150,565.19	161,204.99	2,090.43	1,287,557.65
2021	Impact Fee Revenues		201,058.00	49,432.00	36,630.00	64,158.00	35,150.00	97,310.00	173,604.00	-	657,342.00
	Interest Revenues		475.01	201.94	90.27	286.38	145.91	7,191.51	408.31	0.86	8,800.19
	Expenditures		(26,712.40)	-	-	(2,192.50)	-	-	(128,073.28)	-	(156,978.18)
	Ending Balance		332,303.03	287,601.79	68,771.25	433,608.14	210,135.44	255,066.70	207,144.02	2,091.29	1,796,721.66
2022	Impact Fee Revenues		229,204.68	56,346.00	41,835.12	73,487.20	40,105.32	111,062.96	212,546.00	-	764,587.28
	Interest Revenues		(2,707.17)	(1,724.88)	(560.47)	(2,536.70)	(1,254.73)	(1,848.60)	(2,128.70)	(10.41)	(12,771.66)
	Expenditures		(27,925.05)	-	-	(700.00)	-	-	-	-	(28,625.05)
	Ending Balance		530,875.49	342,222.91	110,045.90	503,858.64	248,986.03	364,281.06	417,561.32	2,080.88	2,519,912.23
2023	Impact Fee Revenues		75,222.00	18,501.00	13,713.00	24,003.00	13,146.00	36,393.00	64,932.00	-	245,910.00
	Interest Revenues		5,980.21	3,794.80	1,723.35	5,699.87	2,433.05	3,563.25	4,143.24	214.74	27,552.51
	Expenditures		(14,946.57)	-	-	-	-	-	-	-	(14,946.57)
	Ending Balance		597,131.13	364,518.71	125,482.25	533,561.51	264,565.08	404,237.31	486,636.56	2,295.62	2,778,428.17
2024	Impact Fee Revenues		378.00	-	274.00	482.00	264.00	732.00	16,038.00	-	18,168.00
	Interest Revenues		16,992.44	10,500.18	3,614.97	15,370.21	7,621.31	11,645.29	14,039.45	66.12	79,849.97
	Expenditures		(39,190.57)	-	-	-	-	-	-	-	(39,190.57)
	Ending Balance		\$ 575,311.00	\$ 375,018.89	\$ 129,371.22	\$ 549,413.72	\$ 272,450.39	\$ 416,614.60	\$ 516,714.01	\$ 2,361.74	\$ 2,837,255.57
2025	Impact Fee Revenues		3,725.00	881.00	765.00	1,338.00	733.00	2,029.00	6,842.00	-	16,313.00
	Interest Revenues		13,865.82	9,062.59	3,133.68	13,274.63	5,783.01	5,093.28	12,527.43	56.96	62,797.40
	Expenditures		(9,300.21)	-	-	-	(98,977.86)	(348,382.87)	-	-	(456,660.94)
	Ending Balance		\$ 583,601.61	\$ 384,962.48	\$ 133,269.90	\$ 564,026.35	\$ 179,988.54	\$ 75,354.01	\$ 536,083.44	\$ 2,418.70	\$ 2,459,705.03
	Balances remaining > 5 years	\$	-	\$ 206,854.21	\$ 11,186.28	\$ 327,149.25	\$ 53,680.51	\$ -	\$ -	\$ 2,058.73	\$ 600,928.98
	Balances remaining < 5 years		583,601.61	178,108.27	122,083.62	236,877.10	126,308.03	75,354.01	536,083.44	359.97	1,858,776.05
			\$ 583,601.61	\$ 384,962.48	\$ 133,269.90	\$ 564,026.35	\$ 179,988.54	\$ 75,354.01	\$ 536,083.44	\$ 2,418.70	\$ 2,459,705.03

CITY OF LIVE OAK
STAFF REPORT

Date: September 3, 2025
To: Honorable Mayor & Members of the City Council
From: Benjamin Moody, City Manager

Subject: Conference with Labor Negotiators Pursuant to California
Government Code Section 54957.6:
Agency Designated Representatives: Benjamin Moody, City
Manager
Employee Organization: Public Employees Union Local #1
(AFSME)
