



LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA

SUPPLEMENTAL AGENDA

DECEMBER 20, 2023

6:00 PM

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS

MEMBERS OF THE COUNCIL

ASHLEY HERNANDEZ, MAYOR
NANCY SANTANA, VICE MAYOR
JERAMY CHAPDELAINE, COUNCILMEMBER
LAKHVIR GHAG, COUNCILMEMBER
BOB WOTEN, 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:**

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Webinar ID: 824 7950 2697

- **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.*

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1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 824 7950 2697
 - **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.
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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. Recognition of Ron Walker, Director of Public Works
- B. Holiday Lights Decorating Contest Winners

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 December 6, 2023, City Council Regular Meeting minutes.
(Clarissa Menchaca, City Clerk)
- 2. City Projects Update
Recommendation: Receive and file.
(Ron Walker, Public Works Director)
- 3. Approval of Additional Business Grant Applications
Recommendation: 1) Approve funding for all 14 business grant applications; and 2) Approve budget transfer of \$245,000 in ARPA Funding.
(Aaron Palmer, City Manager)

BUSINESS ITEMS

- 4. Discussion of Fire Contract
Recommendation: Discussion and direction.
(Aaron Palmer, City Manager)
- 5. 2024 Council Member Committee Assignments
Recommendation: Approve the 2024 committee assignments as presented.
(Aaron Palmer, City Manager)

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: December 20, 2023

Title: Recognition of Ron Walker, Director of Public Works



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

Meeting Date: December 20, 2023
Title: Holiday Lights Decorating Contest Winners



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

Meeting Date: December 20, 2023

Title: City Council Meeting Minutes

Contact Information: Clarissa Menchaca, City Clerk

Recommendation: Approve the December 6, 2023 City Council Regular Meeting minutes.

Attachments:

[Minutes](#)



LIVE OAK CITY COUNCIL

MINUTES
DECEMBER 6, 2023
6:00 PM

MEMBERS OF THE COUNCIL

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

AARON PALMER,
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 Woten at Live Oak City Council Chambers, 9955 Live Oak Boulevard, Live Oak, CA at 6:00 pm.

ROLL CALL

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

PLEDGE OF ALLEGIANCE AND INVOCATION

Vice Mayor Chapdelaine led the Pledge of Allegiance. Mayor Woten 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

There were no presentations and/or recognitions.

PUBLIC COMMENT

The following member of the public addressed the Council: Laurie Pope.

CITY COUNCIL ORGANIZATION FOR 2024

1. Election of Council Mayor

MOTION: NOMINATE JERAMY CHAPDELAINE AS MAYOR.
(MOTION: WOTEN; SECOND: CHAPDELAINE)

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

MOTION: NOMINATE ASHLEY HERNANDEZ AS MAYOR.
(MOTION: SANTANA; SECOND: GHAG)

VOTE: MOTION PASSED UNANIMOUSLY

2. Election of Council Vice Mayor

MOTION: NOMINATE NANCY SANTANA AS VICE MAYOR.
(MOTION: HERNANDEZ; SECOND: GHAG)

VOTE: MOTION PASSED UNANIMOUSLY

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)

3. City Council Meeting Minutes

Clarissa Menchaca, City Clerk

Council action: November 15, 2023, City Council Regular Meeting minutes approved.

VOTE: MOTION PASSED UNANIMOUSLY

4. Filing and Acceptance of State Required Annual Report for Fiscal Year 2023-24 for Community Facilities District No. 92-1 of the City of Live Oak

James Ramsey, Finance Director

Council action: Accepted and filed.

VOTE: MOTION PASSED UNANIMOUSLY

5. Filing and Acceptance of State Required Annual Report for Fiscal Year 2023-24 for Community Facilities District No. 2004-1 of the City of Live Oak

James Ramsey, Finance Director

Council action: Accepted and filed.

VOTE: MOTION PASSED UNANIMOUSLY

6. Second Reading and Adoption of an Ordinance of the City Council of the City of Live Oak, Amending the City of Live Oak Municipal Code, Title 15 Buildings and Construction, by the Addition of a New Chapter 15.51, Sutter Butte Basin Regional Levee Improvement Program Development Impact Fee

Kevin Valente, Contract Planner

Council action: Second Reading waived, and Ordinance No. 585 adopted.

VOTE: MOTION PASSED 4-1

AYES: COUNCILMEMBERS WOTEN, GHAG, CHAPDELAINE, AND MAYOR HERNANDEZ

NOES: VICE MAYOR SANTANA

7. City Projects Update
 Ron Walker, Public Works Director
 Council action: Received and filed.

VOTE: MOTION PASSED UNANIMOUSLY

BUSINESS ITEMS

8. City Council Discussion and Possible Action to Award a Construction Contract for City of Live Oak Pennington Road East Overlay Project
 Scott Rolls, City Engineer

Scott Rolls, City Engineer, provided a report for the Council.

Public Comment was opened and closed without any speakers.

MOTION: 1) AWARD A CONSTRUCTION CONTRACT FOR THE CITY OF LIVE OAK PENNINGTON EAST OVERLAY PROJECT TO ALL-AMERICAN CONSTRUCTION; AND 2) AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT AND ALL OTHER DOCUMENTS NECESSARY TO COMPLETE THE PROJECT.
 (MOTION: WOTEN; SECOND: SANTANA)

VOTE: MOTION PASSED UNANIMOUSLY

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

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

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

Aaron Palmer, City Manager, highlighted the Holiday Stroll and the following upcoming Parks and Recreation activities: Santa on a Fire Engine and the Holiday Lighting Contest.

COUNCILMEMBER COMMENTS

Vice Mayor Santana touched on her attendance at the Holiday Stroll.

Councilmember Ghag highlighted his attendance at the Holiday Stroll and thanked staff for organizing the event. Councilmember Ghag touched on his attendance at the Feather River Air Quality Management District Board of Directors meeting.

Councilmember Woten complimented the Fire Department on their response to his medical emergency, and Councilmember Ghag dittoed his compliment.

Councilmember Chapdelaine touched on his attendance at the Holiday Stroll and thanked staff for organizing the event.

ADJOURNMENT

Mayor Hernandez adjourned the meeting at 6:26 pm.

Ashley Hernandez, Mayor

ATTEST:

Clarissa Menchaca, City Clerk



City of Live Oak Report to City Council

Meeting Date: December 20, 2023

Title: City Projects Update

Contact Information: Ron Walker, Director of Public Works

Background:

1. Pennington Road - West Project: Staff is working with the construction management and construction contractor teams to close out the project.
2. Pennington - East Project: The City Engineer, Scott Rolls, has awarded the project to All-American Construction, and has sent the award package to the them.
3. P Street Lift Station Improvement Project: Staff will update as funds become available.
4. Wastewater Treatment Plant Solar Project: The design team has sent a new proposal which the city's legal department is reviewing.
5. Wastewater Treatment Plant Headworks Rehabilitation Project: Staff will update as funds become available.
6. Well 7 and Well 4 Generator Grant Project: Staff will update as funds become available.
7. Customer Complaint Project: City Clerk, Clarissa Menchaca, and Public Works Director, Ron Walker, are currently engaged in weekly meetings with the OneView design and implementation team. To date, we have started building the app, and the complaint system. We anticipate that this project will be finished within the next three to five months.
8. Welcome to Live Oak Signs: City staff has received an updated package from Arrow Sign Co. The city engineering staff will continue working on the project as time allows, but this project is fourth in line behind three other projects.
9. Streets Master Plan: Staff will update as funds become available.
10. The City Parks and Recreation Department and City Engineer's survey team has delineated the fence lines and walking path at the Dog Park. The City Parks and Recreation staff has received instructions to commence earth-moving activities at the site and initiate the installation of the water line and walking path. The projected completion date for this project is April of the upcoming year.

Analysis: This report is a City Projects Update.

Fiscal Impacts: None.

Recommendation: Receive and file.



City of Live Oak Report to City Council

Meeting Date:	December 20, 2023
Title:	Approval of Additional Business Grant Applications
Contact Information:	Aaron Palmer, City Manager
Location:	City wide
Background:	The City Council approved 15 businesses to receive funding from the City's Business Grant Program at their November 15, 2023 meeting. The Penny Candy Store was approved by the Ad Hoc Committee for approval at the November 15, 2023 meeting, however it was accidentally left off the approval list.
Analysis:	The City received an additional 13 grant applications. The Ad Hoc Committee reviewed each and agreed upon the funding for each applicant (see attached list). The City will use ARPA funding to fund each application. No general fund monies will be used in the continuation of this program. The program at this time is now closed.
Fiscal Impacts:	This will result in a budget increase of \$245,000 in ARPA Revenue account (Account 4601) with a corresponding increase in Special Department Expense (5353) in the ARPA Fund (Fund 58). There is approximately \$1,144,000 in ARPA funding remaining. If the \$245,000 is approved, the remaining ARPA funding will be \$899,000.
Recommendation:	1) Approve funding for all 14 business grant applications; and 2) Approve budget transfer of \$245,000 in ARPA Funding.
Attachments:	

[City Business Grant Applicants Round 2](#)

Live Oak Business Grant Applicants

<u>Business Name</u>	<u>Exterior Grant</u>	<u>Interior Grant</u>	<u>Current Business License</u>
Betty's Restaurant	\$16,000.00	\$9,800.00	Yes
Juarez Auto repair	\$29,783.00	\$18,000.00	Yes
Live Oak Pharmacy		\$9,941.00	Yes
Sunny's Market	\$44,800.00	\$9,812.50	No (Vacant)
MG Liquor	\$34,320.00	\$10,000.00	Yes
Penny Candy	\$15,000.00	\$7,590.00	Pending (Owner Change)
El Ranchito Market	\$11,400.00	\$9,900.00	Yes
Lifestyle Club		\$10,555.00	Yes
Feather River Health Solutions		\$6,526.10	Yes
Interiors By Design		\$21,880.00	Yes
Studio Luxe		\$7,800.00	Yes
Vee's Beauty Bar		\$11,800.00	Yes
Crossroads Carrier		\$6,000.00	Yes
Live Oak Physical Therapy	\$20,000.00		Yes
Total Amount at Grant Limit	\$122,400.00	\$117,369.60	



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

Meeting Date: December 20, 2023

Title: Discussion of Fire Contract

Contact Information: Aaron Palmer, City Manager

Recommendation: Discussion and direction.



City of Live Oak Report to City Council

Meeting Date:	December 20, 2023
Title:	2024 Council Member Committee Assignments
Contact Information:	Aaron Palmer, City Manager
Background:	Each year, the Mayor reviews the list of committee assignments and makes recommendations for council members to various boards, committees, and commissions. In consideration of the Mayor's recommendations, the City Council's past practices have been to determine the various committee assignments through a process of discussion and consensus. Included in the staff report is a memorandum which outlines the committees, terms, and current council members serving on the committee.
Fiscal Impacts:	None.
Recommendation:	Approve the 2024 committee assignments as presented.
Attachments:	

[Committee Assignments](#)



Live Oak City Council Committee Assignments

City Committee Assignments

- Economic Development
Councilmember Woten
Mayor Hernandez
- Loan Committee
Councilmember Woten
Mayor Hernandez
- Streets, Lights, and Traffic
Councilmember Ghag
Councilmember Chapdelaine
- Water, Sewer, and Storm Drain
Councilmember Chapdelaine
Councilmember Ghag
- Finance
Councilmember Woten
Mayor Hernandez

Regional Committee Assignments

- Government Affairs Committee of the Sutter Yuba Homeless Consortium (Term: 1 year)
Regular Member: Mayor Hernandez; Term: January 2025
Alternate Member: Councilmember Chapdelaine; Term: January 2025
- Feather River Air Quality Management District (Term: 1 year)
Regular Member: Councilmember Ghag; Term: January 2025
Alternate Member: Councilmember Chapdelaine; Term: January 2025
- Local Agency Formation Commission [Term: Regular Member: 4 years; Alternate Member (rotates between cities): 2 years]
Regular Member: Councilmember Woten; Term: July 2024
Alternate Member: Councilmember Chapdelaine; Term: January 2025



- League of California Cities (Term: 1 year)
Regular Member: Councilmember Ghag; Term: January 2025
Alternate Member: Councilmember Chapdelaine; Term: January 2025
- Regional Housing Authority of Sutter and Nevada Counties (Term: 1 year)
Councilmember Woten; Term: January 2025
- Regional Waste Management Authority (Term: No term specified)
Regular Member: Councilmember Woten
Alternate Member: Councilmember Chapdelaine
- Sacramento Area Council of Governments (Term: 1 year)
Regular Member: Councilmember Ghag; Term: January 2025
Alternate Member: Councilmember Chapdelaine; Term: January 2025
- Sutter Animal Services Authority (Term: 1 year)
Regular Member: Councilmember Ghag; Term: January 2025
Regular Member: Councilmember Woten; Term: January 2025
Alternate Member: Councilmember Chapdelaine; Term: January 2025
- Sutter Butte Flood Control Agency (Term: No term specified)
Regular Member: Councilmember Ghag
Alternate Member: Mayor Hernandez
- Sutter-Yuba Mosquito and Vector Control District (Term: 4 years)
Councilmember Ghag; Term: December 31, 2027
- Yuba Sutter Economic Development Corporation (Term: No term specified)
Regular Member: Councilmember Ghag
Alternate Member: Councilmember Woten
- Yuba Sutter Economic Development Corporation – Executive Committee (Term: No term specified)
Councilmember Woten
- Yuba Sutter Regional Arts Council (Term: No term specified)
Mayor Hernandez