LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA SEPTEMBER 2, 2020 6:00 PM

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

MEMBERS OF THE COUNCIL

BOB WOTEN, MAYOR
LUIS HERNANDEZ, VICE MAYOR
ALEKSANDAR TICA, COUNCILMEMBER
LAKHVIR GHAG, COUNCILMEMBER
J.R. THIARA, COUNCILMEMBER

AARON PALMER,
CITY MANAGER

BRANT BORDSEN,
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.

Pursuant to Governor Newsom's Executive Orders N-25-20 and N-29-20, members of the Live Oak City Council or staff may participate in this meeting via a teleconference. In the interest of the maintaining appropriate social distancing, members of the public are encouraged to participate in the meeting in the following ways:

- ***Remote Viewing:*** *Members of the public can view a livestream of the meeting online at* https://liveoakca.granicus.com/ViewPublisher.php?view_id=1.

- ***Public Comment:*** *Members of the public can submit general public comments, as well as comment on specific agenda items in the following ways:*

  - ***Email Public Comment:*** *Public Comment can be submitted via email to the City Clerk at cmenchaca@liveoakcity.org during the meeting, prior to the close of public comment on an item, and read into the record during public comment.*

  - ***eComment Feature:*** *Public Comment will be accepted online between Friday, August 29th through Wednesday, September 2nd through the eComment feature at:* https://liveoakca.granicus.com/ViewPublisher.php?view_id=1.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE AND INVOCATION

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

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. Mayor's Response to the 2019-2020 Sutter County Grand Jury Report
   Recommendation: Adopt the Mayor's response to the 2019-2020 Sutter County Grand Jury Report as the City's response to the Grand Jury report.
   (Aaron Palmer, City Manager)

BUSINESS ITEMS

2. Proposed Operating Budget for Fiscal Year (FY) 2020-21
   Recommendation: Adopt resolution.
   (Joe Aguilar, Finance Director)

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

ADJOURNMENT

LIVE OAK
CALIFORNIA

City of Live Oak
Report to City Council

Meeting Date:	September 2, 2020
Title:	Mayor's Response to the 2019-2020 Sutter County Grand Jury Report
Contact Information:	(Aaron Palmer, City Manager)
Location:	City Wide
Background:	The Sutter County Grand Jury has asked the Mayor, City Manager, and the Finance Director to submit a response to the Grand Jury's findings and recommendations. The Mayor has accepted the attached response as his own to this request.
Fiscal Impacts:	N/A
Recommendation:	Adopt the Mayor's response to the 2019-2020 Sutter County Grand Jury Report as the City's response to the Grand Jury report.

Attachments:

Grand Jury Response Final Draft
Final Report of 2019-2020 Sutter County Grand Jury

The 2019/2020 Sutter County Grand Jury (Grand Jury) Report of June 2020 addresses several issues regarding the City of Live Oak. The findings and recommendation, by the Grand Jury, are not based on the law that governs General Law Cities in the State of California. They are based on how "they feel" the City of Live Oak should operate. Many findings/recommendations that were suggested by the Grand Jury were already in place before the report was finalized. At no time, during the last few months of the fiscal year, did the Grand Jury contact the City and ask whether any of their potential findings were true, and if so, were they already corrected (see Penal Code Section 933.05)d)). The State of California is very clear as to how General Law Cities operate and the City's response will show that the City is operating in an ethical and transparent way that meets and exceeds State law.

City of Live Oak Response to Sutter County Grand Jury Report June 2020
Government, Transparency, and Finances

The Grand Jury Report asserts in part that:

> "The Brown Act states that any audio or video recording of a public meeting shall be provided free of charge to the public. To our knowledge, these recordings need not be in a video format, but Live Oak has chosen to use a video system to meet these requirements. Therefore, a video of every meeting - special and regular - should be available online for the length of the required record retention period. Since the minutes and video recordings are missing, this is a Brown Act infraction."

There is then a citation to Government Code Section 54953.5. Sadly, the above quoted language is a misstatement of law and creates a false impression of violations. First of all, while it is true that a video or audio recording is a public record open to inspection, there is no "requirement" that must be "met" concerning the same. Furthermore, there is no requirement to make public records "available online". Every city has thousands and thousands of pages of records which fall under the category of a "public record". To suggest a city has an obligation to place its public records online would impose a nearly impossible administrative burden at incredible cost. Additionally, the Grand Jury speaks of maintaining these records online "...for the length of the required record retention period." The Government Code Section to which they make reference (54953.5) provides that any audio or video recording "...may be erased or destroyed 30 days after the recording." The City maintains its recordings for many months, well beyond the 30-day retention period. The assertion that "...minutes and video recordings are missing, is a Brown Act infraction" finds no justification whatsoever. Government Code Section 54953.5, cited by the Grand Jury <u>does not require that any video or audio recording be made in the first instance.</u> It simply provides that if such recording is made at the direction of the local agency it shall be available for public inspection (and the city fully complies with this requirement). Section 54953.5 makes no mention whatsoever of keeping "minutes".

The same incorrect analysis continues when the Grand Jury asserts that conduct at City Council meetings violates Government Code Section 54960.1 (which exposes the City to action by the

District Attorney or other party to render Council action null and void). The Grand Jury asserts that the City is "...open to expensive litigation and would require a re-vote, on these agenda items with no guaranty of passage a second time." The alleged factual basis is the assertion that Grand Jury members "...witnessed instances where public attendees had to interrupt proceedings to remind the Council of the need to address public comments, because they wanted to speak on the issue."

To place the assertions of the Grand Jury in proper context, an analysis of the Brown Act and Government Code Section 54960.1 is in order. The Brown Act is found in the Government Code as Sections 54950 through 54963. At the heart of the Brown Act is the requirement that meetings of a legislative body of a local agency be open and public and before the meeting an agenda of the business to be transacted or discussed at the meeting is publicly posted. There are a number of other Brown Act provisions in addition to the fundamental "open and public" provisions. Examples of these additional provisions include the location of meetings, identification of compensations or stipend, compliance with the ADA, prohibition to require "registration" to attend a meeting, allowance of video or audio recordings, allowance of broadcast of meetings, providing an opportunity for members of the public to comment and the like. Government Code Section 54960.1 provides in certain limited circumstances particular Brown Act violations could be declared null and void. There are six provisions of the Brown Act where this might occur. These are Sections 54953, 54954.2, 54954.5, 54954.6, 54956 and 54956.5. Each of these are discussed below.

Section 54953 requires all meetings of the legislative body of a local agency to be open and public. It also contains rules regarding teleconferencing, prohibition of action taken by secret ballot and certain public reports of information. The City has been at all times fully compliant with this Section nor does the Grand Jury hint or imply otherwise.

Section 54954.2 requires the posting of an agenda at least 72 hours before a regular meeting describing each item of business to be transacted or discussed at the meeting. The City has always complied with these provisions. In fact, its agendas are typically posted between Wednesday and Friday of the week before the regularly stated Wednesday meeting of the City Council. Under the Brown Act, the City would be compliant if the agenda was posted before 6:00 p.m. on the Sunday prior to a Council meeting. Under the City's practices it has given more than twice the legally required time for posting its agendas. Having studied the City's agendas, the Grand Jury is well aware of this fact and makes no suggestion to the contrary.

Section 54954.5 concerns agenda descriptions for closed session items. The City has always complied with this provision and there is no suggestion to the contrary.

Section 54954.6 provides for special noticing procedures before adopting any new or increased general tax or any new or increased assessment. There has been no such meeting held within the time frame of the Grand Jury's report and the last time the City was involved in such a process it fully complied with the notice provisions.

Section 54956 deals with agenda posting requirements for special meetings which may be called upon 24 hours' notice. The City has always been compliant with this provision and there is no suggestion to the contrary.

Section 54956.5 concerns notice to be given in the event of an emergency meeting. There have been no emergency meetings held during the time frame in question for this Grand Jury report. There is no basis under Section 54960.1 to file an action against the City unless it is for a violation of the above-referenced code sections. For example, neither the District Attorney nor any other interested person could seek to declare action of the City Council null and void for the failure to allow someone to video or audio record a meeting or for a violation of other miscellaneous Brown Act provisions referenced above.

Turning to the question of public comment, the Brown Act provides in Section 54954.3 provides inter alia that "Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public..." This has always been allowed. Agendas of the City have a specific section reserved for public comment on consent calendar items and matters related to the City's general jurisdiction. These opportunities to speak have always been allowed. With respect to specific items on the agenda, the City instituted a speaker's card policy in the later part of 2019. This has continued to the present time (with the exception of COVID-19 meetings held electronically). The Brown Act requires "an opportunity" to address the legislative body which is allowed through the speaker's cards. It is not required to announce for each and every item of business whether or not public comment is desired. (This would only be the case for a specially noticed public hearing in quasi judicial proceedings.) The Grand Jury does not identify which meetings in 2019 involved public attendees needing to remind the Council to address public comments, however, it is beyond dispute that by 2020 every person who availed themselves of the "opportunity" to comment was allowed that opportunity under the comment card system established by the City. Even if one were to assume there was some meeting where some person missed their opportunity to comment, such would not empower a court to declare action taken as "null and void" under Government Code Section 54960.1. The City would not be open to "...expensive litigation [which] would require a re-vote, on these agenda items with no guaranty of a passage a second time." If the Grand Jury truly believed at some time in 2019 the handling of public comment was exposing the City to expensive litigation under Government Code Section 54960.1, one is left to ponder why they wouldn't immediately inform the Mayor and City Manager of their opinion. Instead of waiting many months to spring the issue as a "gotcha".

The Grand Jury report concludes with a citation from the preamble to the Brown Act taken out of Government Code Section 54950. There is nothing wrong with this language, however, in the context of the report, the negative implication is somehow that the City is in violation and its citizens are not "remaining informed". This is an unfair and misleading citation since it is beyond dispute that City meetings are open and public and proper agendas are posted in advance more than double the time required by law.

The Grand Jury Report states:

> "A consultant holding both the City Manager and Finance Director positions lacks the checks and balances concerning their own contract with Live Oak and could potentially charge more than approved by the City Council."

This statement is out of context. The true context is set forth below.

In April 2018 there was an abrupt departure of the City Manager. The Finance Director agreed to a temporary City Manager assignment understanding a successor would be appointed in the near future. The City Council at the time, in light of the upcoming election, felt it would be appropriate to let the reconstituted Council make the selection of a permanent City Manager. After the 2018 election the City Finance Director/Temporary City Manager advised his Council of his desire that the Council select the permanent City Manager. The City Council immediately undertook this task and retained a firm to assist in the recruitment process. For unknown reasons, one member of the City Council without authority or authorization made contact with the recruiter. It is unknown exactly what was discussed between this Council Member and the recruiter however immediately following this interaction the recruiter took the extremely unusual step of advising the City that it declined any further representation and would not assist with the recruitment. Thereafter the City Council appointed its current City Manager as an Interim City Manager and made that appointment permanent in August of 2019.

With the proper context in mind it is obvious there was nothing amiss with the temporary appointment of the Finance Director. In fact, there are other cities whose Finance Director is the permanent City Manager (i.e. City of Calimesa). Furthermore, the Grand Jury's assertion that the Finance Director could "potentially charge more" is a statement made in a vacuum. The incumbent City Manager made in salary and benefits the amount of $191,403 as of the end of April 2018. The Finance Director appointed thereafter as Interim City Manager, charged a total of $112,080 (through the end of April 2019) of an approved $120,000 for City Manager services.

As noted on page 28, the Grand Jury report asserts that in Fiscal Year 2018-19 the budget for professional services for the Water Fund and Sewer Fund was unauthorized spending in accordance with the approved budget. The City's Budget Policy (page 2) states the following:

> *Therefore, in administering the Budget, the City Manager shall have the authority to provide each department with sufficient funding to meet its needs so long as a decision to vary from approved appropriations does not exceed, except in the case of emergencies, the total resources estimated to be available to the affected municipal fund at the time of the decision.*

The City's budget policy clearly states that the budget authority delegated to the City Manager is at the Fund Level. In FY 2018-19, the spending authority in the Water Fund and Sewer Fund were below the authorized amount by $17,079 for the Water Fund and $185,363 for the Sewer Fund. The Grand Jury mistakenly believed the authorization level is at the account expense level. The budget policy is referred to in the City's annual audit every year and on page 74 of the 2019 financial audit, the policy indicates the spending authority is at the fund level. The City's budget

policy has been in place for over ten years. It is unfortunate that the Grand Jury report mischaracterizes situations without checking with city staff.

The City of Live Oak produces a Comprehensive Annual Financial Report (CAFR) which is audited by an independent auditor. As part of that audit, the Auditors also makes findings for the City to improve its financial reporting. One such finding involve a $41,000 liability in the City's Sewer Fund. The finding noted that the City needed to remove the liability and have an established process for relieving such liabilities each year. The City's Finance Department disagreed with the finding and the Auditor admitted in their annual presentation to the City Council that the $41,000 liability was not material to the City's Sewer Fund. The liability was a minor portion of an overall potential litigation that was settled by the City. The recording and relieving of such liabilities are infrequent and rare and have only occurred one time in a seven-year period. This professional disagreement of opinion would have occurred (and the item would have been reported the same way) whether or not the Finance Director also the Interim City Manager.

There was also discussion by the Grand Jury regarding the City's annual Holiday Party. For several years the City provides an employee appreciation dinner at the holidays to thank its City employees and contractual providers. The event is budgeted for annually and the cost of this was $3,535 in 2018. The Grand Jury incorrectly noted that both the City Manager and Finance Director was required to approve expenses over $1,000. The current City procedure requires the City Manager and Finance Director to approve costs over $5,000. The Grand Jury applied the wrong dollar approval level for this citation. Since this event was below the $5,000 department head limit, it was only necessary to have the Parks and Recreation Director approve this expenditure since this was an approved, budgeted item. The City practices for department heads and managerial staff to approve items under $5,000. In fact, many years in the past the Parks & Recreation Director approved the expenses for the holiday party each year since that individual organized the event.

Under the heading "City Council meetings run amok" the Grand Jury Report devotes discussion to ethics training and economic interest disclosure (Form 700) pursuant to the Political Reform Act. Neither topic deals with how the City Council conducts its meetings. As of the time of this response all City Council members have on file with the City Clerk their requisite ethics training. Also, all five Council Members have filed their Form 700 disclosure of economic interests. Certainly, the City would hope that members of its Council would accurately file their economic disclosures in a timely fashion. That being said, the failure of an individual Council member to take such action cannot be laid at the feet of the City. If a Council member submitted a form with "discrepancies" or owned a farming business which should have been disclosed then, by all means, they should do so. The Political Reform Act and the Brown Act are different enactments.

The Grand Jury report noted that the City Council did not approve the City's annual audit report commonly known as the Comprehensive Annual Financial Report (CAFR). The report does not need City Council approval and the agenda staff report indicates the report is only informational and is to be accepted and filed. The Grand Jury quoted the minutes of the meeting of January 15, 2020 "*Council Action: Verbal comment from the City audit firm received and annual audited financial statements accepted*". Therefore, the City Council fulfilled their requirement as to the annual financial statements by accepting them as required official City annual financial report. The annual report was directly sent to each City Council member fulfilling the auditor's contract requirements.

Regarding a specific Council Meeting held August 15, 2019, the Grand Jury Report asserts:

> "From SCGJ Interviews, we were unable to confirm whether the Mayor adjourned the meeting."

The Grand Jury does not recognize that when business is pending, the Mayor does not have authority to unilaterally adjourn a meeting. Live Oak Municipal Code Section 2.04.040(d)(2)(iv) provides "Any Council Member may move to adjourn at any time, even if there is business pending. The motion must be seconded and a majority vote is required for passage." There was neither a motion, a second nor a majority vote to adjourn the meeting. This is undisputed. The unanimous vote of three Council Members was sufficient to take action. Minutes of this meeting were approved. There is no need to record Council meetings. (See discussion below.)

The Grand Jury Report addresses professional service contracts with the City concerning its professional accounting services, planning and development, legal matters, financial advice and information technology. The report asserts that saving money should be the driving force behind contracts for professional services. The report references "control total spending", "less expensive option" and "save money" (twice). The report acknowledges that price is not the driving concern for professional services ("Although professional services do not require rebidding by law...") and then disregards that this is the case. Government Code Section 37103 provides:

> "The legislative body may contract with any specially trained and experienced person, firm, or corporation for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters. It may pay such compensation to these experts as it deems proper."

Additionally, although the Grand Jury generally references costs, the Report does not actually analyze any of the City's professional service contracts to conclude whether the costs to the City are reasonable and proper. The Grand Jury asserts with no citation of authority that professional service contracts should, as a "best practice" include "term limitations", "fee caps" and "liability insurance". There is no distinction between those professionals who actually serve as City officials and those who might be hired for a one-time project with a definitive timeline. There is a difference between a consulting engineer retained to design plans and specifications for a specific Public Works project (wherein such clauses might be advisable) as compared to those professionals who actually serve as a City official.

For example, a City Attorney, including one who contracts for legal services, is not a "consultant" but is considered a "public officer" (*People Ex Rel Clancy v Superior Court* (1985) 39 Cal 3rd 740, 747 (holding City Attorney was a "public officer" despite retainer agreement characterizing attorney as an independent contractor); *People Ex Rel Chapman v Rapsey* (1940) 16 Cal 2nd 636, 640 ("A City Attorney ... is a public officer occupying a public office under the law of this State,"). Furthermore, the relationship of a City Attorney to its City Council is that of lawyer/client, which is extensively regulated by the State Bar Act, to include a separate set of ethics rules. For this reason, City Attorneys are not subject to oversight or administration by a City Manager. For these reasons it is neither typical nor expected that a City Attorney would have "term limits". To the contrary, assuming the City's Attorney (who serves at the pleasure of the Council and may be discharged at any time without cause) performs as satisfactorily, many City attorneys serve their

City Councils until their retirement. Furthermore, the scope of duties for City attorneys are prescribed by statute (see Government Code Sections 41801 through 41805) to include advice to City officials in all legal matters pertaining to City business, the framing of ordinances and resolutions required by the legislative body and to perform any other services required from time to time. Because the City Attorney is a Public Official they are entitled to defense and indemnification from the City as to suits concerning acts or omissions arising out of the course and scope of their employment *(Firemen's Fund Insurance Company v City of Turlock* (1985) 170 Cal App 3rd 988). As noted in the Grand Jury's Report, the current City Attorney had not had a fee increase for over a decade when the amount was adjusted in 2014. The base retainer for the Live Oak City Attorney is $48,000 annually. Research has shown that Cities with similar populations and annual budgets will budget $60,000 to $80,000 for City Attorney services.

Turning to the contract for professional accounting services, the Grand Jury states "Once the Finance Director became the Interim City Manager for the 2018-19 Fiscal Year, this added an additional $120,000 per year income to the Consultant's annual billing of $190,000 on average." This statement is entirely out of context as has been discussed above. The Finance Director was appointed to a temporary position (and some cities have a permanent Finance Directory/City Manager) which was resolved by the incoming City Council following the election of 2018. The Grand Jury asserts that it "...was unable to verify whether overcharges were made." Such a statement is untrue. Charges for accounting services and City Manager services were kept separate for Fiscal Year 2018-19 the City was charged $183,000 for accounting services and $112,080 (April 2018 through April 2019) for City Manager services. The total salary and benefits for the City's Finance Director, prior to his departure, in 2014 was an annual cost of $217,000. The total annual salary and benefits of the former City Manager as of April 2018 was $191,403. During the time where the contract finance director performed City Manager duties, the City's Finance Manager signed off on the Vavrinek Trine Day & Co. invoices. All paid invoices were summarized for the City Council twice a month during this timeframe. The Grand Jury had full access to the City's financial records as well as the ability to interview City staff. There is no basis for them to assert that they were unable to "verify" anything related to the City's finances.

The Grand Jury also made no inquiry as to the qualitative satisfaction of the City with its professionals. The City does not believe there is anyone who, confronted with a significant legal issue, would think: "Quick, find me the CHEAPEST lawyer (or accountant, or engineer, or other professional) out there." As noted above, cost is not the determinative factor in retaining a professional and, as a matter of fact, to paraphrase the Grand Jury, the City has been "getting its money's worth" (a fact which the Grand Jury has avoided to report upon).

In fact, for those professionals who truly serve as a "consultant" and not as a City Official (such as an engineer designing plans and specifications for a defined project as noted above) the City does utilize an "Agreement for Professional Services". For example, a recent agreement between the City and Municipal Resources Group LLC sets forth a detailed Scope of Services (Section 1). There is a Time for Performance with termination provisions (Sections 2 and 6). The compensation is specified with a not to exceed amount of $20,000 (Section 3). The agreement provides that no additional services will be allowed "... without prior written authorization from City..." (paragraph 5). Thus, for professionals who do not function as City Officials, the City has been utilizing agreements which the Grand Jury asserts to be "best practices". The City will always need professional accounting services. Title 3 of the Municipal Code deals exclusively with

finance. Various statutory and other duties have been assigned to a "Director of Finance" (Live Oak Municipal Code 3.02.040). In the absence of a City employee filling this role, a professional who contracts to provide these services would be a City Official with ongoing jurisdiction over the City's Finance Department. The same holds true for planning services. The City has in its Code created a permanent Planning Commission (Chapter 12.12) as well as Title 16 (Subdivisions) and Title 17 (Zoning). A planning professional (whether employed directly or by agreement) would have an ongoing and continuing jurisdiction to fulfill the City's planning needs. For the same reason, the City will always require engineering services and its City Engineer (whether employed directly or as a professional by agreement) will be a City Official with ongoing jurisdiction. The same holds true for a City Attorney inasmuch as there will always be ordinances, contracts, legal memoranda and similar legal matters which arise on a continuous basis.

As a matter of practice, the City has more frequently used a standard professional services agreement template provided by the City since the departure of the predecessing City Manager that departed in April 2018. This agreement template was used for the agreements for Vavrinek Trine Day & Co. (Aug 2018), Interwest Consulting (Oct 2018), Interwest Consulting (June 2019), ControlPoint Engineering (Apr 2020) and Bartel Associates (June 2020). The use of the professional services agreement were for several items submitted for City Council agenda and for items only requiring City Manager approval as noted in the Bartel Associate agreement for $9,000. The City has already been using the professional services agreement well in advance of the Grand Jury finding.

The Grand Jury report cites that a resolution was made to transfer $200,000 from the general Fund each year for five years. The City Clerk records clearly indicate that even though a motion was made to make these annual $200,000 transfers, the motion was never approved by the City Council. Therefore, no $200,000 transfers were ever made.

The Grand Jury report shows that the Water Fund is underfunded, and the Water Fund does not comply with the water loan covenants. In fact, the City Staff has been informing the City Council of these facts since 2016 in public meetings and part of periodical financial reports and budget presentations. Since 2017, City staff recommended seven separate actions to implement some portion of the rate study with the City Council only approving one of the seven actions. The only approved action reduced the sewer charge for 3 commercial customers as cited by the rate study.

FINDINGS

F1. Disagree. This finding is not substantiated. The Grand Jury Report is entirely out of context.

F2. Disagree. The assertion of "overspending" was never addressed in any fashion by the Grand Jury. In fact, the City is getting its money's worth with its professional contracts.

F3. Disagree. All members of the City Council have their ethics training certificates on file with the City Clerk.

F4. The City is not in a position to respond to this finding. Each individual Council Member would presumably have personal knowledge as to their financial positions. This is not an issue the City can control. All five of the City's Council Members have on file current Form 700s.

F5. Disagree. This "finding" has no basis in the law. There is no legal requirement to create any video recordings. If created they may be destroyed after 30 days. There is no requirement to post video recordings online. Because there is no requirement to create a video recording in the first instance it is impossible for them to be "incomplete" (if there is only a partial recording of a Council meeting this is of no moment because there is no obligation to record <u>any portion</u> of a Council meeting).

F6. Disagree. This finding cannot be sustained. The Grand Jury Report is full of non-sequiturs.

F7. Disagree. The Grand Jury Report makes no reference to service contracts. The assertion of "best practices" is misplaced. The Grand Jury did not analyze the fact that the City's professional contracts are proper and reasonable. Furthermore, as to Consultant Agreements not involving City Officials, the City uses a contractual template which contain the clauses in question.

F8. Disagree. This "finding" is nothing more than an argument and an attempt to embellish "finding" 7 above. Some professional relationships do not lend themselves to "term limitations" and the services to be provided are well defined by statute in addition to what might be set forth in an agreement. Again, the City utilizes a form of contract for its consultants (who are not City Officials) which contain the suggested clauses.

F9. Agree.

F10. Agree.

RECOMMENDATIONS

R1. The recommendation has been implemented. Such an ordinance already exists.

R2. The recommendation will not be implemented as it is not warranted. See discussion in response as well as response to above findings.

R3. This is not a City issue but would be applicable to an individual Council Member for their consideration.

R4. This is not a City issue but would be applicable to an individual Council Member for their consideration.

R5. The recommendation will not be implemented as it is not warranted. The City is under no obligation to create audio or video recordings. That being said, the City is in consultation with a firm to upgrade the City's current audio and video recording system.

R6. The subject of this recommendation was not addressed in the Grand Jury's Report. The recommendation will not be implemented as it is not warranted. That being said, there is no question that four members of the City Council are courteous and strive to live within the City's rules of Parliamentary procedure (which are fully adequate for the conduct of the City's meetings). In 2020 the Mayor has issued various memoranda to his fellow Council Members regarding procedure. There is no question that the four courteous members of the Council have strived to live within the rules. The Council as a body does not have the authority to expel one of its elected members.

R7. The recommendation will not be implemented as it is not warranted. See response to the Grand Jury's Report.

R8. The recommendation will not be implemented as it is not warranted. This is simply a recapitulation of recommendation 2 and recommendation 7. The provisions referenced herein do not reflect universal "best practices". The Grand Jury fails to distinguish between professional arrangements for those who function as a City Official versus a true consultant contract wherein the City already utilizes a contractual template similar to the suggestions in question.

R9. The recommendation will be implemented. City Council will work with staff to develop and implement water rates that put the Water Fund into a positive balance and bring loan covenants into compliance by June 30, 2021.

R10. The recommendation will be implemented. See R9 response above.

City of Live Oak Response to Sutter County Grand Jury Report June 2020
Public Works, Project Delivery

The "Welcome to Live Oak" entry signs were purchased by the City by a former administration. The signs were purchased before land was acquired to place the signs. At this time, the City has obtained land at the north end of the City to place one of the "Welcome" signs. However, the City does not have acceptable land to place a sign in the south end of the City. Also, CalTrans has begun construction on the Highway 99 Project through the City of Live Oak. It would be unwise to place these signs until after the construction. This project will take an estimated twenty-four months to complete. During this period, the City will continue to locate land in the south part of the City to place its "Welcome" sign.

In March of 2017, the City submitted an application to the State Water Resources Control Board (SWRCB) to fund the City's Wastewater Treatment Plant (WWTP) Solar Project. For three years after the submittal of the application, the application sat at the SWCRB. City staff continued to work with the SWRCB to answer questions and provide updated information while continuing to ask the status of the funding agreement and move the project along. The City was unable to perform any work on the project prior to receiving a fully executed funding agreement from the SWRCB. The SWRCB provided a fully executed Funding Agreement to the City of Live Oak on May 18, 2020. Now that the agreement has been fully executed by the State and the City, the City has begun to clear environmental issues for the project in order to submit a Request for Proposals for design of the project. The City was constantly monitoring this project. At one point in the process, the City waited for over a year for the State to send the final contract for the City to sign.

In January of 2014, the City received a grant from the State Community Development Block Grant Program (CDBG) to perform a well siting study to determine the most appropriate location for a new municipal well. West Yost Associates was selected to perform that study and provided a finished study to the City April 2, 2015. In 2014, the City also applied for funding in coordination with Shasta County to construct Well 7 through the California Department of Water Resources Proposition 84 IRWM Program. Funding was awarded in the summer of 2015, and the City began work on the project. West Yost was again selected and began work on the design of the Well 7 project.

In mid-2016 a preliminary design report was completed, and well drilling followed. Wet weather and well production issues slowed the well drilling process. Following initial completion and swabbing of the well, test pump production rates were below expectations. Attempts to increase production through conventional means failed. Eventually, the bottom of the well casing was removed, and the well depth was extended resulting in acceptable production rates in mid-2017.

Pilot testing for arsenic removal followed. Initial pilot testing failed to remove arsenic to the level required by the state. A second pilot test was successful, and a completed report and preliminary treatment plant design were provided at the end of 2017. The preliminary treatment plant design was larger and more costly than expected. The treatment plant was redesigned with a smaller

footprint and fewer treatment vessels and manufacturing began in the second half of 2018 with delivery in mid-2019.

Delays and City Staffing issues stalled the project completion until late 2019 when the City brought in a consulting engineering firm to get the project back on track and completed. As of the preparation of this response there have been some slight delays due to the COVID-19 pandemic, but the project is scheduled for full completion in mid-September 2020. Grant extension have been received in order to maintain the secured funding for the project.

Once the previous City Manager left the City in April of 2018, staff held a workshop on April 25, 2018 with the City Council on all capital projects within the City. The City Council was informed about the status of all City capital projects, including Well 7. City Staff informed the City Council, at the workshop, of all project overruns, including Well 7. At that time, all of the main contracts had been issued for Well 7 and the cost overrun amount for Well 7 was $300,000 (based upon information at that time). The well was waiting for the delivery and assembly of the filtration system in April 2018. The majority of the cost overrun was attributed to the engineering contract for West Yost Engineering.

At the January 15, 2020 City Council Meeting, staff gave the City Council a full history and status update of the Well 7 project. The City's contract City Engineer gave a complete history report on the project. The City's new project engineering firm gave a status update with milestones and projected completion date.

The City has since hired a permanent City Manager (August 2019). Since that time, The Pennington Water Main project was completed (December 2019). Well 7 is scheduled for completion and to be put in production no later than the end of September 2020. The new City Manager had an expert consultant evaluate and produce a report on all City sewer lift stations and rank in order of priority replacement/major repair. The sewer lift station at 'P' street has gone out to bid for engineering design and the bid will be awarded at the September 16, 2020 City Council Meeting. The solar project at the wastewater treatment plant now has a completed executed agreement with the State of California. Staff is now clearing environmental conditions and then the project will go out to bid.

FINDINGS

F1. Agree. The City has had a number of delays on Public Works projects. However, the City Council has hired a new City Manager who has informed the Council as to the status of all outstanding Public Works projects as well as those Public Works projects that will be shorting in the near future. The City Council also receives a quarterly projects Status report on all capital projects.

F2. Partially disagree. Since April 2018, the City Council has received reports on all City capital projects. Also, the City Council receives a Quarterly Project Status report (started December 2019).

F3. Partially disagree. From April 2018 until August 2019, the City had Interim City Managers to keep the City going. In August of 2019, the City hired a permanent City Manager. With this new leadership, the City now has projects on target to be completed or have been completed.

F4. Partially disagree. Since 2018, the City Council hears about these projects during the capital budget portion of the annual budget approval process. There have been items on the Council agenda addressing capital projects as well as the quarterly report the City Council receives. The City Council is up to date on all capital projects within the City.

F5. Agree. See City response to F1 above.

RECOMMENDATIONS

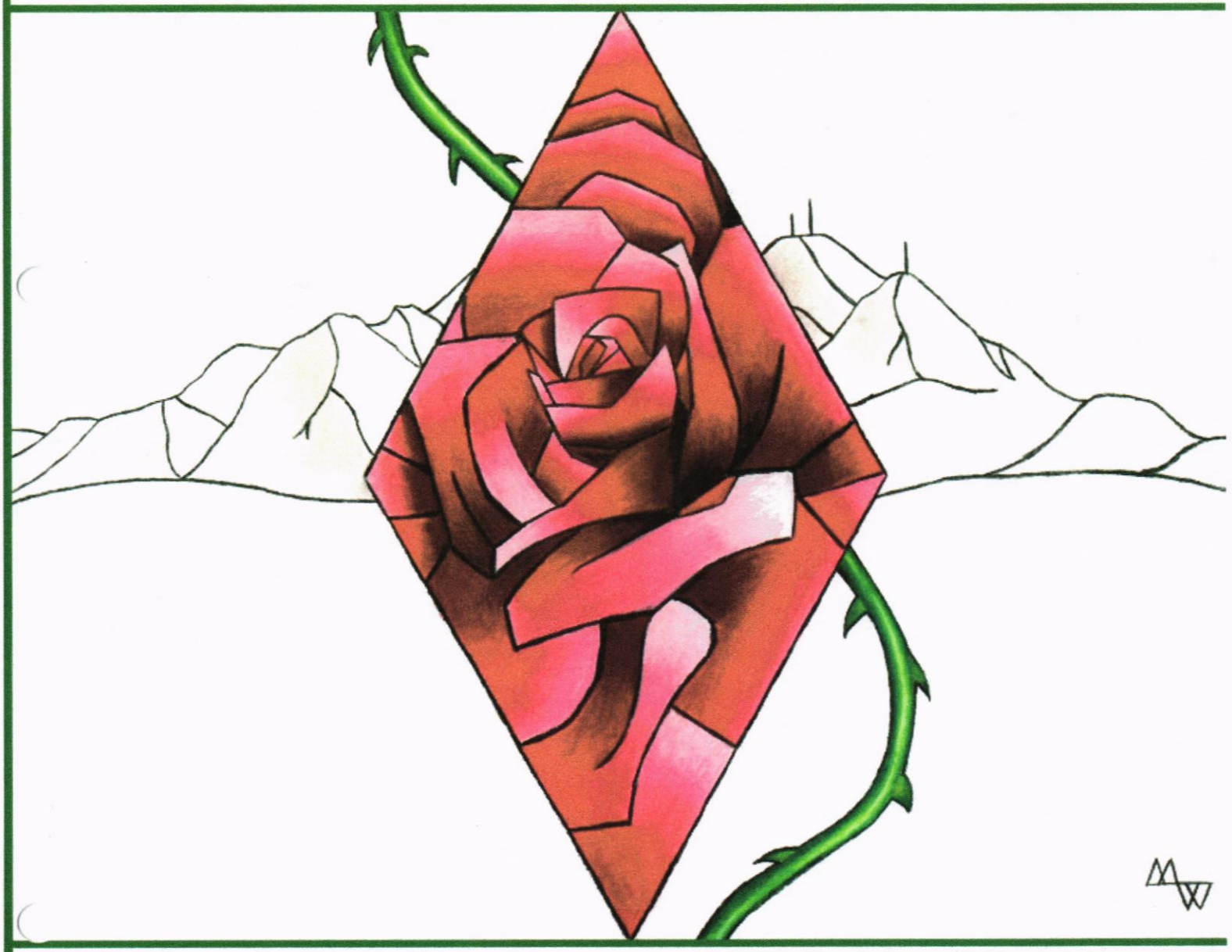
R1. The recommendation has been implemented. The City Council began receiving a quarterly project status report starting in December 2019. The Water, Sewer, and Storm Drain Committee was never disbanded. They meet as needed to discuss such issues and make recommendations to staff as to what issues and projects to bring before the City Council. All recommendation made by this committee will be added to the quarterly project status report.

R2. The recommendation has been implemented. With the hiring of a new, permanent City Manager, the new City Manager is holding executive staff and consultants responsible for all projects. Agreements include the necessary timelines, insurance requirements, and costs that will allow the City to hold consultants and contractors responsible for any and all project deficiencies and delays.

R3. The recommendation has been implemented. City Staff has been instructed to ensure all future City Capital projects will include all the necessary timelines, milestones, penalties, and costs.

R4. The recommendation will not be implemented as it is not warranted. The Quarterly Projects Status Report is placed on the last Council Meeting agenda of the quarter. So, not only does the City Council receive this report, the public has access to this report as well.

2019-2020 SUTTER COUNTY
GRAND JURY FINAL REPORT



BEAUTIFUL VINES
Michael Willis
Faith Christian HS

ENDORSED FILED

JUN 30 2020

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SUTTER
CLERK OF THE COURT
By JACKIE LASWELL Deputy

Final Report

of the

2019 – 2020

Sutter County Grand Jury

Mark Cuevas,
Foreperson

Honorable Susan E. Green,
Presiding Judge

2019-2020 SUTTER COUNTY GRAND JURY

Respectfully,

Mark Cuevas, Foreperson
2019 – 2020 Sutter County Grand Jury

Heather Chambers,
Yuba City

Kelly Cummings,
Yuba City

unavailable
Heather Esemann,
Yuba City

Makayla Fawcett,
Sutter

Kimberlee Ingraham,
Yuba City

Sylvia Johnson,
Yuba City

Jessica Jopson,
Rio Oso

Julie Kershaw,
Yuba City

Danika Mann,
Yuba City

Darrell Naruto,
Yuba City

Marco Ontiveros,
Yuba City

Charles Smith,
Yuba City

unavailable
Paul Tuttle,
Yuba City

Richard Uren,
Yuba City

Diane Uutela,
Yuba City

Noelle Zumoff,
Live Oak

Pursuant to California Penal Code Section 933(a), the Presiding Judge makes the findings that the forgoing report is in compliance with Title 4, Chapter 3 of the California Penal Code ("Powers and Duties of the Grand Jury').

Honorable Susan E. Green, Presiding Judge

Superior Court of California, County of Sutter

6/2/20

Date

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CRIMINAL JUSTICE

SUTTER COUNTY JAIL

SUMMARY

Pursuant to Cal. Penal Code §919 (b) the Sutter County Grand Jury (SCGJ) shall inquire into the condition and management of the public prisons within the county, which allows the SCGJ the ability to investigate how effectively the Sutter County Sheriff's Department administers the Sutter County Jail.

The 2019-2020 SCGJ inspected and toured the Sutter County Jail facility. Interviews were conducted with county contracted employees of the Sutter County Sheriff's Department, as well as multiple inmates housed within the Sutter County Jail facility. The SCGJ found various areas of concern regarding contraband being introduced into the Sutter County Jail facility, lack of surveillance cameras in a pertinent area within the medium security jail facility, and lastly an understaffing issue.

BACKGROUND

The Sutter County Main Jail facility is located at 1077 Civic Center Boulevard, Yuba City, California. The Sutter County Sheriff's Department serves the County population of approximately 96,438. The Sutter County Jail was recently approved for a State Building Grant, which paid for 90% of the newly completed construction project for the expansion of the Sutter County Jail. This new expansion has provided 42 additional beds for the inmates, specifically 28 male beds and 14 female beds. The SCGJ was impressed by the state-of-the-art expansion which included new pod configuration, classroom capabilities, and an open-aired exercise yard.

The Sutter County Sheriff's Department had a new Sheriff elected in 2019, who has been proactively working with the Sutter County community showing transparency and a desire to see the community flourish successfully. The Sutter County Sheriff's Department is very engaged on social media pages to connect with the public, and participates in various community outreach events like 'Coffee with the Community', 'Slice with the Sheriff', 'Soft Serve with the Sutter County Sheriff' and many more. The Sheriff has also been receptive towards changes that need to be made from within the jail.

METHODOLOGY

Tours:

- Sutter County Main Jail Facility
- Sutter County Medium Security Jail Facility
- Sutter County Sheriff's Department Office
- South Placer County Jail

Interviews:

- Employees of the Sutter County Sheriff's Department
- City of Yuba City staff
- South Placer County Jail staff
- City of Yuba City Fire personnel

Research:

- Sutter County Sheriff's Office Jail Operations Manual
- Sutter County Jail Inmate Handbook
- South Placer County Jail documentation
- Sutter County Sheriff's Department Confidential correspondence
- Webpages:

  www.suttersheriff.org/

  https://www.placer.ca.gov/

  https://www.cdcr.ca.gov/

  https://osfm.fire.ca.gov/

  https://www.appeal-democrat.com/

  https://leginfo.legislature.ca.gov/

  https://www.google.com/maps

  https://www.globalindustrial.com/

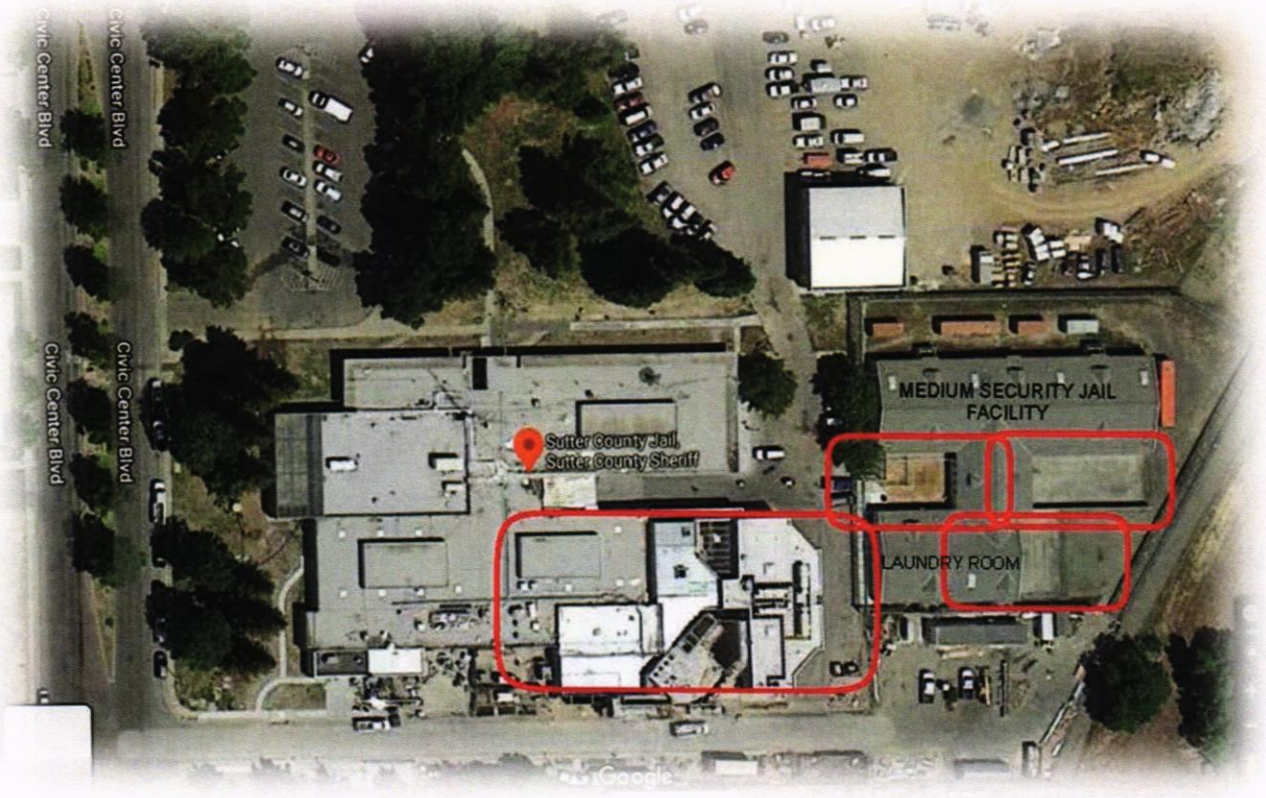
DISCUSSION

The SCGJ conducted multiple interviews with various Sutter County Sheriff personnel. During a final walkthrough of the Sutter County Jail, the SCGJ observed that the new expansion was not being used, which, according to staff interviews, was due to lack of staffing. The Sutter County Jail competes with other higher paying departments, which makes it difficult to interest applicants, but are striving to recruit new members to their department to resolve the personnel understaffing.

The SCGJ became aware that contraband is being smuggled into the jail and spoke with various Sutter County personnel about possible solutions. Contraband comes in many forms, including but not limited to, tobacco, cigarette lighters, items that can be weaponized, controlled substances, cellular devices, and much more. It was noted that most of the contraband was being brought in by the arrestees and occasionally by the public who have found opportunities around the unsecured exterior of the jail.

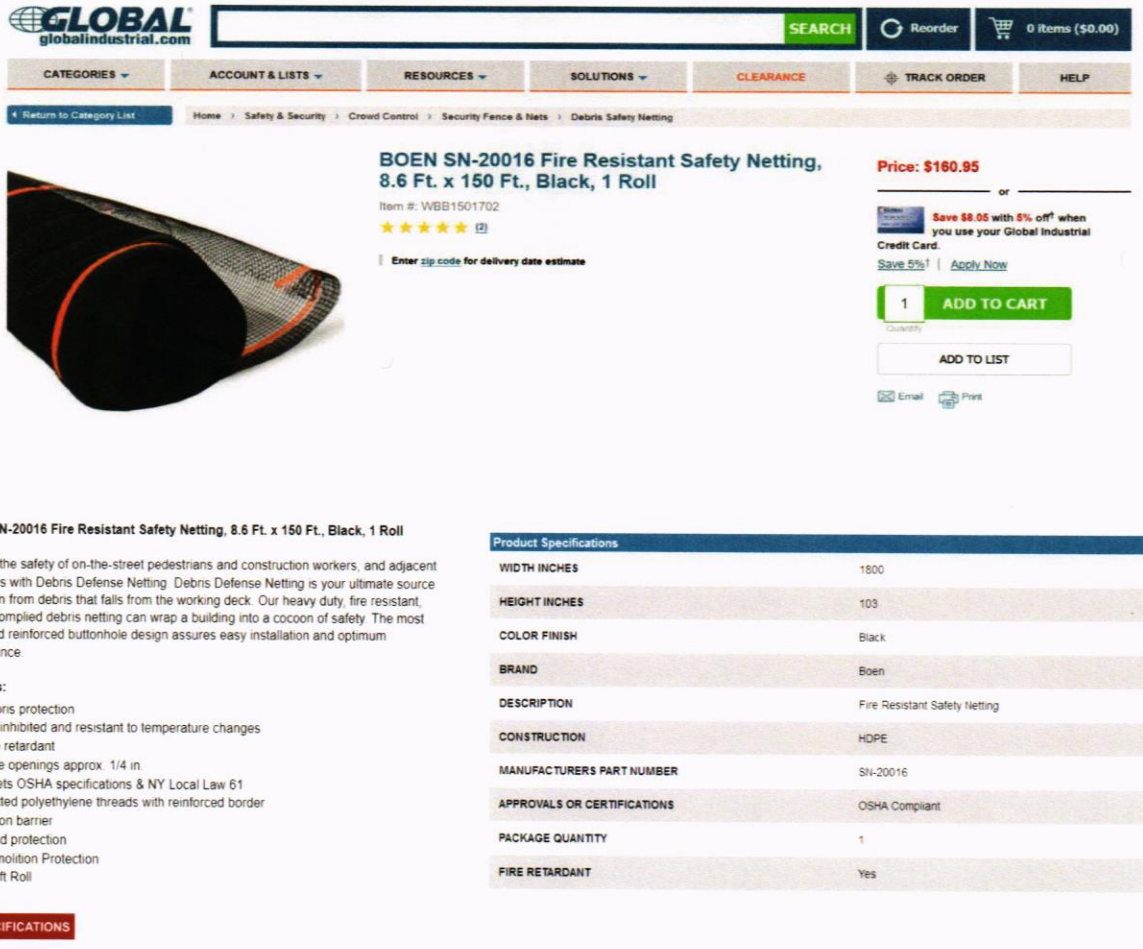
The 2018/2019 SCGJ recommended that the medium securities facility needs to be blocked off to prevent unauthorized public access, and to help prevent contraband from being introduced into the jail from outside sources. According to personnel, building a new security perimeter around the Sutter County Sheriff's Department facility is currently being budgeted. There are also two fenced in exercise yards located behind the facility with no netting or prevention in place to catch any contraband from being thrown over.

Provided below is an aerial satellite photograph of the Sutter County Sheriff's Department specifically highlighting the open-aired exercise yards circled in red. The newly completed jail expansion is also circled in red for reference purposes.



Inmates have access to these open-aired spaces while working in the laundry room or exercising in the fenced in yards. The SCGJ discussed the idea of overhead, fire marshal approved, netting being placed over the open-aired areas of the medium security facility. This could limit or prevent contraband from being thrown over these fences for inmates to obtain.

Provided on the next page is a screenshot that was given to the SCGJ from Sutter County Sheriff's Department personnel of a possible preventative measure that can be put in place.



1

When arrestees arrive at the jail the deputies use pat down and exchange of clothing searches. However, they cannot conduct a strip search or body cavity search without legal justification. Per California Penal Code 4030(e) and (f)[2], many arrestees being brought in by deputies on small crime charges or DUI (driving under the influence) may not be strip searched without further reasonable suspicion that an individual is concealing weapons or contraband. The SCGJ found that the current search technique used on the arrestees is insufficient in preventing individuals intentionally being arrested for crimes that are not subject to body searches, which allows them to smuggle in contraband.

Other county jails, such as the South Placer County Jail, have been using full body scanners to help prevent contraband from entering the facilities. The SCGJ visited that jail solely to inspect their scanner, a "Tek84" which is used to detect metallic, nonmetallic, organic, and inorganic contraband. It can do so in a less intrusive manner, and takes as little as 4 seconds, while a strip search can take 15 minutes or more. The South Placer County Jail personnel stated that it has been extremely helpful in discovering contraband hidden internally and

1 https://www.globalindustrial.com/

2 http://www.search-california-law.com/research/ca/PEN/4030./Cal-Penal-Code-Section-4030/text.html

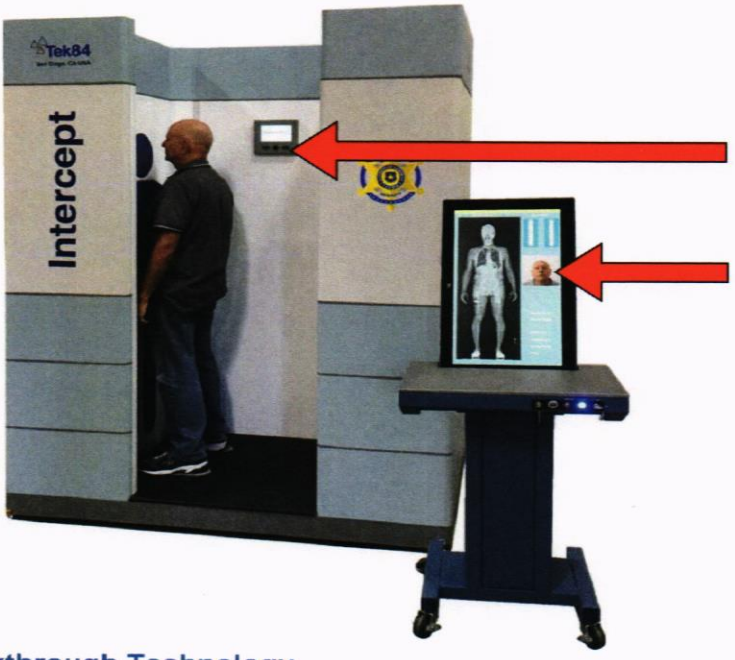
externally which could be missed during other searches, significantly dropping the numbers of contraband being introduced into the jail.

After our informative visit, the SCGJ mentioned the capabilities of the scanner to the Sutter County Sheriff's Department, and it was noted that a body scanner was currently being budgeted for their department.

Provided below is a brochure picture of the 'Tek84' scanner used at the South Placer County Jail

Intercept™

Body scanner for High-Security Screening— Prisons, Jails, Customs



Intercept's built-in camera ensures a positive match between the person and their scanned image.

Breakthrough Technology

Prisons and jails are rapidly adopting body scanners to detect weapons and contraband hidden in body cavities and elsewhere on inmates and visitors. Unlike the units used in airports, these scanners use a low-level of x-rays transmitted through the body, similar to medical exams. More than 500 such body scanners are now installed in U.S. correctional facilities, manufactured by companies in Belarus, EU, Brazil and China.

Intercept™ is a true breakthrough in this technology, scanning the person *vertically* instead of *horizontally*. Vertical scanning provides revolutionary benefits:

- The person remains stationary, not standing on a moving conveyer belt or platform;
- A quick 4-second scan, not 7-15 seconds
- Narrow width, removable top, built in wheels; easily clears doorways 34" wide by 80" high
- Quick setup: a few hours, not a few days
- No image distortion, objects appear in the image at the same location as on the body
- No waiting for a daily warm-up period; ready to scan at a moment's notice

Head-to-toe screening including body cavities

- **Subject doesn't move**
- **4-second scanning**
- **Ultra-small footprint**
- **2-hour installation**
- **Best image quality**
- **On-screen photo**

Tek84 is owned and operated in the USA. Our design staff has been at the forefront of body scanner innovation for 30 years.

The Sutter County Sheriff's Department has installed a new high-tech video surveillance system to monitor the facility and the inmates housed within, to increase safety for inmates and personnel. However, there is a surveillance issue in the Sutter County Jail, specifically in the laundry room located within the Medium Security facility. The laundry room is adjacent to the medium security jail facility surrounded by chain link fencing. This fenced area is entirely accessible to the public and is an area of concern.

Inmates considered as "trustees" that have displayed good behavior are allowed in the laundry room to perform work duties. The SCGJ observed that there are zero surveillance cameras present in the laundry room, and very little supervision from Sutter County correctional officers during the time the inmates are in laundry room.

The SCGJ recognizes that managing a jail facility is a huge responsibility to maintain a safe and secure environment, not only for the staff, but also for the inmates. Our investigation revealed that the Sutter County Sheriff's Department is doing an admirable job at running and maintaining the jail, however there were some areas of concern that do need to be addressed.

FINDINGS

F1: There is a staffing issue within the Sutter County Sheriff's Jail facility.

F2: The Sutter County Grand Jury found that there are drugs and other contraband present within the jail.

F3: Lack of overhead netting in the medium security exercise yards.

F4: The current search method for contraband has proven to be inadequate.

F5: The laundry room has no surveillance cameras present.

RECOMMENDATIONS

R1: The Sutter County Sheriff's Department should expand jail employment to provide more manpower within the jail by December 1, 2021.

R2: The Sutter County Sheriff's Department should invest in a full body scanner placed within the Sutter County Main jail by January 1, 2022.

R3: The Sutter County Sheriff's Department should purchase and install overhead netting over the open-aired spaces/areas near the Medium Security facility and/or create a fenced off area preventing civilians from having access to this area by December 1, 2021.

R4: The Sutter County Sheriff's Department should place surveillance cameras in the laundry room by January 1, 2021.

REQUIRED RESPONSES

Pursuant to Penal Code sections 933 and 933.05, the grand jury requests responses as follows:

The following elected county official within 60 days:

- Sutter County Sheriff: F1 - F4 and R1 - R4

The following response is required within 90 days:

- Sutter County Board of Supervisors: F1 - F4 and R1 - R4

DISCLAIMER

Reports issued by the Grand Jury do not identify individuals interviewed. California Penal Code section 929 requires that reports of the Grand Jury will not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Tri-County Juvenile Rehabilitation Facility and the Maxine Singer Youth Guidance Center

SUMMARY

California Penal Code 919(b) mandates that the Grand Jury shall inquire into the condition and management of the public prisons which includes Juvenile Detention Facilities in the county. To meet that requirement, the 2019-20 Sutter County Grand Jury (SCGJ) conducted an inspection of the Tri-County Juvenile Rehabilitation Facility and the Maxine Singer Youth Guidance Center on September 3, 2019. The SCGJ found that while the facilities are old, they are well kept except for two minor repairs that need to be addressed. A new complex, which will replace both facilities, is expected to be completed in 2022.

While conducting many interviews, the SCGJ determined the staff are dedicated to continuing the implementation of programs designed to motivate the youth and support rehabilitation. The school curriculum, provided by the Yuba County Office of Education (YCOE), is accredited and meets the requirements taught in schools statewide. The "Life Skills" and technical/vocational training being taught are lacking and need to be improved upon. The YCOE was successful in applying for and receiving a grant to implement two new programs, the "Hall 2 Home" and the Mentoring program, which will be beneficial to both the youth and the community.

BACKGROUND

The Tri-County Juvenile Rehabilitation Facility (Juvenile Hall) and the Maxine Singer Youth Guidance Center (Camp Singer) are found at 1023 14th Street in Marysville, California. Both facilities supply Juvenile Detention Service to the counties of Sutter, Yuba and Colusa.

The Yuba County Probation Department is the primary agency responsible for the administration, staffing, care and safety of housed juveniles and the day to day operations of both facilities. The costs, however, are shared by Sutter County (44%), Yuba County (44%) and Colusa County (12%). There are nine other counties that contract with both the Juvenile Hall and Camp Singer on an as needed basis. These other counties pay $4,000 per month per youth when housed in Juvenile Hall or Camp Singer. Both facilities are governed by the Board of State & Community Corrections (BSCC). Both facilities meet and adhere to the strict criteria set forth by the BSCC.

Juvenile Hall has a maximum capacity of 60 youths aged 12-18 years, 45 beds for temporary detention in the Juvenile Hall Building and a 15 bed Secure Housing Unit (SHU). The building was built in the 1940's and

renovated in 1976. Camp Singer was built in 1996 and is a minimum-security facility, next to the Juvenile Hall, with a maximum capacity of 60 youths aged 12-18 years in a dorm like setting. Both facilities will be replaced by a new +/- 20,080 sq. ft. complex and will be located across the street from their current location. At the time this report was written bids were being accepted and the projected date of completion is 2022.

METHODOLOGY

Tours:

- Juvenile Hall
- Camp Singer

Research:

- County of Yuba Juvenile Justice Plans 2019 - 2020
- Tri-County Juvenile Hall Orientation Manual
- County of Sutter 2019 – 2020 Recommended Budget
- Yuba.org PREA chart
- Senate Bill 81
- BSCC Title 15 Minimum Standards
- Western Association of Schools and colleges (WASC) Accreditation
- Joint Power Agreement - JPA
- BSCC Inspection dated March 4, 2020
- PREA Policies and Procedures
- Prior Grand Jury reports from various counties
- Newspaper articles from the Appeal Democrat and the Territorial Dispatch

Interviews:

- Juvenile Hall administration
- Juvenile Hall staff
- Camp Singer staff
- Male and Female youths confined at both the Juvenile Hall and Camp Singer
- Yuba County Office of Education staff
- Sutter County Probation staff

DISCUSSION

On September 3, 2019, the SCGJ toured both facilities with staff administration. Taking into consideration that construction for the new facility will begin soon, the Grand Jury found two areas of concern. One being the carpet in the girl's dormitory in Juvenile Hall, which is torn and old. The second area of concern was signs of water seepage in some of the masonry walls in both buildings, however, we were informed that the walls are being waterproofed to control the problem. Both facilities are secure and provide a safe environment for both the staff and the youths. We learned that a new security camera system and a new telephone system were installed and working. Both systems will be used in the new complex when it is operational.

In the past five years there have been many changes to the laws that directly affect the Juvenile Detention Facilities in the state of California. The staff at the Sutter County Juvenile Hall and Camp Singer have done an admirable job of instituting and adhering to those changes. Standard staffing for both facilities includes 25 Juvenile Correction Officers (JCO) and 7 Supervising JCO's. In addition to the correctional officers, the facility is staffed by registered nurses, full time mental health counselors, full time clerical staff, a doctor, teachers and kitchen workers.

The Grand Jury was impressed with the philosophy of the staff members of both facilities. The staff treats the youth with respect and gives guidance. Staff strive to supply these kids the tools and support they need to succeed when they are released from juvenile hall. They do not want to see these youth become incarcerated adults. The staff uses a Positive Behavior Incentive Support (PBIS) program (Appendix 1). This program motivates the youth with positive behavior by giving the youths' "points" they can earn and use to buy snacks and sundry items. They can also use the points for a private meeting room for family to visit and bring outside meals. The youth's mental well-being is important and we commend the mental health program for providing a wide range of services to help all the youths with the many aspects they must deal with in such a difficult time in their lives.

The staff receive training on the Prison Rape Elimination Act (PREA). PREA sets stringent rules and regulations about any type of sexual interaction and creates a secure, safe and culturally sensitive environment. While researching this area, the Grand Jury became aware of an alleged "inappropriate incident" that was rumored to have happened at the Juvenile Hall involving a teacher and a student. The Grand Jury investigated the alleged incident and concluded that the allegations were unfounded.

The Yuba County Office of Education (YCOE) handles the curriculum at both facilities. YCOE is a licensed education provider that receives accreditation through the Western Association of Schools and Colleges (WASC). Courses include the same as taught in regular (age proper) schools in the Tri-County area. Students can get a High School Diploma or a General Educational Development (GED). In addition, college courses are

available with the proper credits applied to the student's educational history. Teachers are hired through the YCOE and all meet the strict standards set forth by the YCOE. Basic "Life Skills" (personal finances and how to fill out job applications/resumes) are taught at both facilities. The Grand Jury felt the subjects are limited and should include money management, food and nutrition knowledge, hygiene care and pregnancy awareness & management to increase the student's knowledge and awareness of Life Skills needed to survive in today's society. Camp Singer also provides training that includes basic tool knowledge, carpentry and gardening/lawn care. The Grand Jury finds the careers in technical/vocational training limited and more should be available such as culinary, auto repair, welding, (etc.).

YCOE recently received a million-dollar BSCC Title 11 Grant to develop and implement a combination "Hall 2 Home" (H2H) and "Mentoring" Programs. "The H2H program provides wraparound services to transitioning youth entering and exiting from the Tri-County Juvenile Rehabilitation Facility (TCJRF) to their community of residence. Services include individual and family therapy, parent training (behavior management, communication, daily scheduling, etc.), intensive case management including referral, school placement, and linkage to community resources (Appendix 2)"

YCOE will implement an evidenced based mentoring program which will match juvenile justice involved youth (Mentee) to a positive adult role model (Mentor) to support the safety, social, and emotional needs of the youth. Mentors and mentees will have monthly field trips that incorporate college/career exposure, community services and recreational activities (Appendix 2). The staff at YCOE is excited about these new programs and feel they will greatly help the youths and the community. We commend the YCOE for applying for and implementing these programs.

Exit Interview:

On May 26, 2020 the Sutter County Grand Jury conducted an exit interview with the Tri-County Juvenile Hall Administration to verify our findings. A document provided to the SCGJ, see (Appendix 3), shows the current complete list of Life Skills being offered to the youth. The options now being offered are an improvement compared to the March 10, 2020 description of available Life Skill courses, see attachment #. In light of this improvement the SCGJ rescinds Finding #2 and Recommendation #2. The SCGJ would like to commend the Tri-County Juvenile Hall on the structured and comprehensive Life Skill Programs

FINDINGS

F1. The carpet in the girl's dormitory of Juvenile Hall is old, torn and is presently a health and safety issue.

F2. There lacks a structured and comprehensive "Life Skills" program.

F3. Exposure to technical/vocational career training and opportunities is limited.

RECOMMENDATIONS

R1. The Board of Supervisors give approval to replace the carpet or repair and sanitize the current carpet in the Juvenile Hall girl's dormitory by 12/31/20.

R2. The Yuba County Office of Education develop and implement a structured and comprehensive life skills program that should include money management, food and nutrition knowledge, hygiene care and pregnancy awareness and management by 06/31/21.

R3. The Yuba County Office of Education have in place more training and exposure to the technical/vocational career opportunities available to the youths (i.e.: culinary, plumbing, electrical, military etc.), obtain brochures and other written material describing these careers and their requirements, and assist youth in obtaining further information if they want to pursue a specific goal, by 09/01/21.

REQUIRED RESPONSES

Per Penal Code Sections 933 and 933.05, the Sutter County Grand Jury requests responses as follows:

From the following elected county officials within 60 days:

- Yuba County Office of Education Superintendent respond to F2, F3 and R2, R3

From the following local governing boards within 90 days:

- Sutter County Board of Supervisors: Respond to F1 – F3 and R1 – R3
- Yuba County Board of Supervisors: Respond to F1 – F3 and R1 – R3
- Colusa County Board of Supervisors: Respond to F1 – F3 and R1 – R3

INVITED RESPONSES

The Sutter County Grand Jury invites the following responses:

- Yuba County Chief Probation Officer respond to F1 - F3 and R1 - R3
- Deputy Superintendent of Institutes respond to F1 - F3 and R1 - R3

DISCLAIMER

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APPENDIX

***Excerpt from page 11 of Tri-County Rehabilitation Facility Orientation Manuel**

PBIS PROGRAM

Positive Respectful Integrity Dependable Empower
Carden School, and Camp Singer, have created a set of rules and expectations for all youth to follow according to location. You will find the expectations posted in various areas of the facility. When you follow the rules and expectations, you can be recognized.

You will be recognized for appropriate behaviors such as:

- Cooperating and following staff directives
- Using appropriate language and volume
- Keeping your body and belongings to yourself
- Being prepared and managing your time
- Not asking for recognition!!

Tri-County Behavioral Rules & Expectations
Room/Bunk

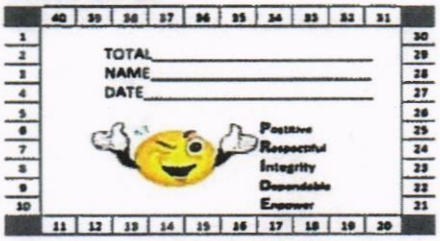
Positive	• Use your quiet inside voice • Keep noise levels low • Follow staff's directions
Respectful	• Respect other's personal space • Use intercom appropriately
Integrity	• Be contraband free • Follow the room standards • Avoid and report vandalism
Dependable	• Keep room neat and orderly • Ask for items at appropriate times
Empower	• Take pride in your room • Make your bed and organize room

Have PRIDE in all areas of the Facility!



- Behavior expectations are clearly listed on posters located around the facility.
- Staff will teach lessons on behavior expectations.
- Each youth gets a Token Card to track their acknowledgements.

Token Cards:



You will receive a token card daily. Staff will recognize when you're following the expectations by punching a hole in your card. You can turn in your punches on your Token Card for special items from our Pride store.

How to Redeem your Punches?
Staff will collect your Token Cards every night at bedtime and record your amount daily. You will receive order forms on store nights; you will fill them out and return to staff. Orders will be taken Friday and filled overnight. Store nights will be Saturdays, for non-food items, and Sundays for food items. Items will be priced according to value. Punches are earned and will forever remain at the Hall, if you return. Punches will follow you for the Hall to the Camp. If you choose to be removed from the Camp your punches will not move to the Hall with you.

YCOE Lead Agency

Partnership(s) with the Tri-County Juvenile Rehabilitation Facility, Sutter County Juvenile Probation, Yuba County Juvenile Probation, and Colusa County Juvenile Probation

	Mentoring Program Probation Referred Youth (15)	***Hall 2 Home (H2H) Program*** All Student in the TCJRF
Services	• Connection to a positive adult mentor • Facilitation of activities • Case management • Pro-social activities • College & Career exposure • Life skills workshops • Team building activates • Academic counseling	• Transitional case plan • Warm hand off to community service providers • Parental support • Case management • College and Career readiness services • School support services • Child, Family, Team meetings • Individual therapy • Family therapy
Program Outcomes	**Reduce risk behaviors in youth** Targeted interventions and supports will be provided in correlation to reducing criminogenic needs. **To improve school performance** School support will be provided when transferred to district of residence. **To improve pro-social behaviors** Youth will participate in mentor/mentee activities that increase pro-social behaviors.	**Improve targeted behavior and connection to the community.** Targeted interventions and supports will be provided in correlation to reducing criminogenic needs. **To reduce recidivism among juvenile offenders** Recidivism among individuals will be monitored to provide program outcomes. **To improve school performance.** School support will be provided when transferred to district of residence.
Program Descriptions	YCOE will implement an evidenced based mentoring program which match juvenile justice involved youth (Mentee) to a positive adult role model (Mentor) to support the safety, social, and emotional needs of the youth. Mentors and mentees will have monthly field trips that incorporate college/ career exposure, community services, and recreational activities.	The H2H program provides wraparound services to transitioning youth entering and exiting from the TCJRF to their community of residence. Services include individual and family therapy, parent training (behavior management, communication, daily scheduling, etc.), intensive case management including referral, school placement, and linkage to community resources.

Facility Life Skill Programs

Provider - Facility Intervention Counselor

Programs every Tuesday and Thursday.

Budgeting - Four 60-minute programs

- Grocery shopping
- Financial Responsibilities of a homeowner
- Simulation budgeting (Pick a job and a home. Created a budget from the information granted)
- Created a budget for which they were the main provider
- Created a budget that included those in their current living situation.

Job Search - Four 60-minute programs

- Identify your job skills
- How to prepare resumes
- How to prepare a resume with no work experience
- How to use volunteer experience on resume
- How to write a cover letter
- How to write an introduction letter
- How to fill out job application
- Mock Interviews

Nutrition - Eight 60-minute programs

- Nutrition Education
- Into to Nutrition
- Impact of diet and Lifestyle on Health
- Achieving Healthy Diet
- Physical Activity and Health
- Eating for your lifestyle
- Healthy Meal Planning
- Food groups how they impact your health
- Portion control

Provider – H.P. Carden School teachers (YCOE)

Program provided each school day.

Budgeting

- Life skills math

Career Readiness

- Career interest survey
- Job research
- Guest speakers
- Career prep
- Senior project

Provider – Yuba Sutter Arts Council (YCOE grant)

Program on Tuesday and Thursday

Exposure to the Arts

- Photography

- Music
- Ceramics

Provider – Facility Medical

Program provided to individuals as requested.

Sex Health

- Sexually transmitted disease information.
- Testing and treatment.

Provider – Facility Staff and Medical

Program information provided daily.

Hygiene

- Oral health and brushing teeth
- Hand washing
- Coughing and sneezing
- Body hygiene
- Grooming and clean attire
- Good sleep habits

Provider – Hall to Home staff

Program involved youth receive services weekly.

Transition back to community

- Positive community engagement opportunities
- Job and vocational skill building
- Completion of high school credits or General Education (GED) requirements

Provider – Yuba County Public Health

Program occurs once a month on Tuesday.

Health and Wellness

- Tobacco Education Program
- Local Oral Health Program
- Emergency Preparedness
- Adolescent Family Life Program

Provider – Facility Kitchen staff

Program 80 hours over four-week period.

Youth culinary program

- Healthy Nutrition
- Quantity food preparation
- Meal service
- Proper sanitation and safety practices
- Effective communication
- Quality customer service
- Receiving deliveries
- Basic baking skills
- ServSafe certificate

Provider – YCOE/First 5/Sutter Co Children & Families Commission

Program occurs weekly on Thursday.

Best Parenting via Zoom

- Child Development

Appendix 4

From: [redacted]
Date: Thu, Mar 5, 2020 at 3:48 PM
Subject: RE: Sutter County Grand Jury Inquiry
To: [redacted]

Hi [redacted]

The Camp has a gentleman from the Bayside Church program who comes in regularly to teach life skills. His main focus is finances. We also have a Yuba County Office of Education staff member who provides One Stop employment information and helps Youth with filling out job applications and resumes. We are working toward a more formalized life skills training program through Sutter Yuba Behavioral Health as well.

Yuba County Health and Human Services' Public Health Division provides some life skills to Juvenile Hall and Camp Youth in the form of emergency preparedness, oral health, tobacco education, and AFLP (Adolescent Family Life Program).

Please let me know if anything else is needed. Take care. [redacted]

From: [redacted]
Sent: Wednesday, March 4, 2020 2:48 PM
To: [redacted]
Subject: Sutter County Grand Jury Inquiry

Good afternoon [redacted]

I have what I hope is an easy and quick question for you. As we are writing our report regarding Juvenile Hall and Camp Singer we found that we would like more detailed information/descriptions of the life skills that are being taught at both the hall and camp. Would you be able to help with this? Or can you put me in contact with whomever might be best answering this question? I thought I would attempt to get this information through an email so as to not take up to much of your or your staff's time.

Thank you again for you assistance!

[redacted]

LOCAL GOVERNMENT

CITY OF LIVE OAK
Government, Transparency and Finances

SUMMARY

Pursuant to the California Penal Code Section 925, the Sutter County Grand Jury (SCGJ) has the authority to examine local governments' financial health and conduct investigations related to county and city management of funds. As such, we examined Sutter County and its two cities as part of our efforts to check various local governments. It was after a visit to the City of Live Oak Council meeting in August 2019, that the SCGJ decided to investigate the finances, city management, and the City Council itself. We interviewed members of the city council, city management, and city personnel to discover that, while many lower level employees are hardworking and show a vested interest in the community, upper management is controlled primarily by expensive consultants with little to no oversight. This has caused unnecessary expense to Live Oak and opened the door to financial loss and litigation.

As part of the investigation, the SCGJ determined that professional service (consultant) contracts were missing common clauses that ensure claims for payment did not exceed financial caps or that Live Oak was not held responsible for litigation based upon poor consultation. Professional service contracts were not reevaluated regularly and competitive cost estimates were not obtained. Consultants were responsible for project delays, which unnecessarily cost the City hundreds of thousands of dollars in additional fees and the potential loss in grant monies. Even after such costly mistakes, consultants continue to work for Live Oak, without any consequences, even though one of the City council members regularly posed questions to the other Council members and City management for explanations regarding financial costs, payments and professional services.

Further, the SCGJ found the conduct of the City Council was not in line with City Municipal Code or with the State's Ralph M Brown Act (Brown Act) and ethics rules. The City Council has little or no debate, appears to vote without consideration of discussion items, and continues to disregard the Brown Act. If actions are found in violation of these laws, motions passed by the City Council may be considered null and void. During our investigation, the SCGJ found insufficient ethics training, instances where adherence to conflict of interest rules were not being met, and a lack of transparency and respectful conduct at City Council meetings.

The SCGJ recognizes this City Council has taken on a huge responsibility with little compensation[3] and out of a true interest for their community. Still, the SCGJ recommends that serious changes be made to improve

[3] Government Code Section 36516, City Council members receive up to $300 per month.

management, procurement of services, adherence to ethics and transparency laws, and rebidding of consultants' contracts in order to not risk more financial loss within the next few years' time.

The Sutter County Grand Jury found that the Live Oak City Council provides little oversight over professional service consultants leading to additional financial cost to Live Oak and found the conduct of the City Council is not in line with its Municipal Code, the Brown Act or ethics rules.

BACKGROUND

The City of Live Oak is a small community of about 8,600 inhabitants 11 miles north of Yuba City. In a city of this size, it is not uncommon to have consultants work on planning projects or in positions where part-time employment would be sufficient. Employing an individual with special skills and certification would cost Live Oak a full-time position with full benefits, which would be an expensive proposition. Smaller cities can achieve a cost savings by utilizing part-time consultants. Governmental entities in the surrounding area have consultants working in similar positions to those in Live Oak.

Furthermore, federal, state, and local laws require city council members to:

- Attend ethics training within one year of taking office and repeat the training every two years.[4] The purpose of this training is to inform local officials of the many laws that apply to public service, as well as the unique ethical obligations public servants have.
- Conduct open meetings and that their deliberations be done openly.[5] This allows for public participation and ensures transparency.
- Complete the Statement of Economic Interests (Form 700) annually and submit to the California Fair Political Practices Commission.[6] This full disclosure allows citizens the opportunity to determine potential conflicts of interest in its public officials.

METHODOLOGY

Tours or visits:

- Live Oak City Hall
- City of Live Oak Wastewater Treatment Plant
- Site for Well Numbers 7 and 8, on Larkin Road, Live Oak, CA

[4] California Assembly Bill 1234 (AB 1234)
Ralph M. Brown Act
[6] www.fppc.ca.gov/Form700.html

- Garden Glen subdivision development
- Live Oak City Council meetings

Interviews:

- City of Live Oak Council members
- City of Live Oak administration
- City of Live Oak staff
- Sutter County staff

Research:

- Live Oak, California, website
- City of Live Oak regular council and special council meeting agendas, minutes, video, and agenda packets
- City of Live Oak Water, Sewer, Storm Drain Committee meeting agendas and minutes
- Articles in the Appeal-Democrat
- Live Oak, California Water and Wastewater Rate Study, Final Report (Hansford Economic Consulting, July13, 2017)
- City of Live Oak Annual Budget for 2018-19 and 2019-20
- State of California Department of Justice, Office of the Attorney General, online training course
- California Attorney General's Office, The Brown Act, pamphlet on Open Meetings for Local Legislative Bodies (2003)
- Open & Public V, A Guide to the Ralph M. Brown Act, League of California Cities (Revised April 2018)
- Rosenberg's Rules of Order, Simple Rules of Parliamentary Procedure for the 21st Century, (Revised 2011)

DISCUSSION

Conflicting Finances and Conflicts of Interest

Although the City Council makes decisions for Live Oak at a higher level, day-to-day business is conducted by the City Manager, who supervises about 20 City employees. The current City Manager was hired in April 2019. The previous permanent City Manager left Live Oak at the end of March 2018. In between this time, a consultant was acting as the interim City Manager and Finance Director. According to the Live Oak Municipal Code[7],[8], the City Manager is responsible for making purchases and financial payment decisions on behalf of

[7] Live Oak Municipal Code 2.36.050, Powers and duties of the City Manager.
[8] Live Oak Municipal Code 3.20.080, Open market purchases and sales.

Live Oak up to $25,000. The Finance Director ensures funding is available in the budget. Requests for payments on larger sums are placed on the City Council meeting agenda by the City Manager for final approval. A consultant holding both the City Manager and Finance Director positions lacks the checks and balances concerning their own contract with Live Oak and could potentially charge more than approved by the City Council. The SCGJ is concerned with the lack of separation of duties given that Live Oak spent more money than initially approved by the City Council.

For instance, in Fiscal Year[9] 2018-19 the budget for consultants (professional services) on both the Water Enterprise Fund (Fund 12) and the Sewer Enterprise Fund (Fund 13) were overspent by $89,634 [Appendix 1 and 2] and $324,038 [Appendix 1 and 3] respectively. This is a total of over $400,000 of unapproved spending. The SCGJ reviewed agendas for that time frame and found no mention of City Council's approval for the increased spending.

The annual budget is a plan for the upcoming fiscal year, primarily showing how tax monies will be spent. Each year, an outside auditing firm conducts a review of Live Oak's financial condition and produces a report called the Comprehensive Annual Financial Report (CAFR). In contrast with the annual budget, a CAFR presents a wider variety of important information intended to help the citizens understand actual expenditures or results of the prior year's financial activities, as well as, assesses financial risk. In the 2018-19 CAFR, multiple findings were cited, including one discrepancy for an invoice ($41,786) not being paid until the following fiscal year. This was considered a significant deficiency by the auditors [Appendix 4] and occurred while the consultant filled both the financial director and interim city manager positions.

The SCGJ also discovered documentation of a Christmas holiday staff party that took place in 2018 at a Yuba City restaurant costing $3,535. This included renting the facility, food, decorations and other expenses listed as "staff party" [Appendix 5]. The party attendees were Live Oak City Council members, City staff, consultants, and some of their family members. Since the invoice for the facility use and meal was over the $1,000 staff approval limit, the Finance Director or City Manager would have to approve the transaction. Since the Finance Director and the interim City Manager positions were filled by the same individual, this person approved the costs without any checks and balance normally required by two or more individuals.

[9] Fiscal Year – the period from July 1st through June 30th of the following year.

Per California AB 1234, each elected official must complete ethics training every two years and the training must encompass certain topics that require at least a two-hour period. The California Office of the Attorney General (OAG) has an online ethics course available free to any local government officials, which SCGJ members accessed as part of our evidence collection [Appendix 6]. Many city government leagues and institutes (Institute for Local Government, League of City Governments) offer two-hour online courses that will meet this requirement as well. In search of verification that each of the five city council members had the required training, the SCGJ found four of the five trainings were provided by legal counsel onsite. The SCGJ was unable to verify with the document(s) or in subsequent interviews that the subject areas covered satisfied the legal requirements [Appendix 7]. Only one offsite training certificate, from the League of Cities, displayed the topics covered but was more than two years old [Appendix 8]. In interviews with City Council members, the onsite training provided by legal counsel was less than two hours. In addition, two of the five Council members have not had training since 2015 and 2016 even though this is required every two years. Members of the SCGJ took the free online training available on the OAG website, to experience the time frame and content required to complete the course. On average, it took more than three hours to complete. Since this free online ethics training is approved by the State of California, it is unclear why Council members are not currently meeting this requirement.

For each of the Council members a Statement of Economic Interests (Form 700) was requested. These forms are required when assuming and leaving public office and required annually by April 1 of each year. Each form shows exactly what economic interest or investments the official has. Upon reviewing the documents, multiple forms contained discrepancies. During our interviews, a Council member claimed to own a farming business, but this was not indicated on his forms for the past two years. Another Council member completed the form only as a candidate and not as an elected official [Appendix 9]. Based on law, this person is subject to a fine for not filing prior to the deadline.[10] Without this form, it is not possible for city personnel and the public at large to know when Council members have a potential conflict of interest without knowing their economic interests or investments.

City councils are required to promote transparency by certain means as provided in the State's Brown Act as well as the City's Municipal Codes. The Brown Act defines the rules for meeting agendas, meeting recordings, and how to avoid a quorum (three or more Council members) in a public or private setting. The municipal codes determine how to conduct and adjourn a meeting, and who determines agenda content.

[10] California Government Code, Title 9 Political Reform, Chapter 11 Enforcement, Section 91013

During the City Council meeting on January 15, 2020, the annual financial CAFR report was presented to council for review and acceptance. No motion to accept the CAFR was made or passed. At the following City Council meeting on February 5, 2020, the January 15, 2020, minutes stated:

> *"Council Action: Verbal comment from the City audit firm received and annual audited financial statements accepted."*

These minutes passed by a unanimous vote. No Council member made mention of whether the CAFR was truly approved by any of the Council members, since the Council never voted on this discussion item.

City Council held a closed Special Session meeting on August 15, 2019, to consider and recommend a vote to appoint the interim City Manager to a permanent position. From SCGJ interviews, we were unable to confirm whether the Mayor adjourned the meeting. The meeting continued with three Council members and the position made permanent by unanimous vote. It is unclear exactly what occurred during the meeting as the recorded session is missing about eight minutes in the middle of the recording, cut from the video streaming. No debate ensued prior to the vote and Council voted to make the position permanent. The video online was shown to Council members for comment and since then a portion of the video appears to have been altered where the video's beginning has been removed.

At the City Council meeting on June 19, 2019, the City Council considered reducing monthly wastewater rates to various businesses along the State Route 99 (SR 99) corridor due to the Live Oak Streetscape Project. Based on City Council's comments, the impact of temporary road closures was a concern. City Council was considering how Live Oak could help these businesses against any financial hardship for the project's duration. The City Council had discussed this and passed wastewater rate reductions for several businesses, but not for restaurants. Two of the five City Council members have financial ties to impacted restaurants and had recused themselves from voting, resulting in a 2-1 vote. A month later, the agenda for the August 21st City Council meeting listed two ordinances for discussion: an ordinance to reduce monthly sewer rates for restaurant and bar businesses on the west side of SR 99 and the other to reduce monthly sewer rates for restaurant and bar businesses on the east side of the SR 99. During the debate and vote on each of the ordinances, one for the west and one for the east side, the affected Council member recused himself due to financial ties to the affiliated restaurant. This allowed the other Council member to vote in favor of the ordinance in support of each other. A yes vote in support of one another's ordinance combined with the two other Council member's yes votes, made a majority, which was needed to pass the ordinance. Placing an item on the agenda where Council members have a personal conflict of interest is a clear Brown Act infraction.

The SCGJ examined City Council agendas and video recordings available online and was unable to find recordings or minutes for some of the City Council meetings. We reviewed the last two and half years of data

on their online record system. There was a slight change in the system in 2019, but this was taken into consideration. Still, in 2018 there are 16 meetings missing minutes with three missing videos. In 2019, there are four meetings missing a video and even more videos where the recording stops prior to adjournment. The Brown Act states that any audio or video recording of a public meeting shall be provided free of charge to the public. To our knowledge, these recordings need not be in a video format, but Live Oak has chosen to use a video system to meet these requirements. Therefore, a video of every meeting – special and regular – should be available online for the length of the required record retention period. Since the minutes and video recordings are missing, this is a Brown Act infraction.[11]

The Brown Act also states that the public must be allowed to comment on any related or unrelated topics during the meeting at times set forth in the agenda. This is also provided in Live Oak's own ordinances.[12] In several meetings in 2019 and 2020, SCGJ members witnessed instances where public attendees had to interrupt proceedings to remind the Council of the need to address public comments, because they wanted to speak on the issue. Although the meetings tend to have only a few people in the audience, public comment was consistently skipped during some of the debate. During these meetings, Live Oak's legal counsel did not object. Any agenda item that does not allow for comment or does not record the vote can be found null and void by a court of law.[13] This leaves Live Oak open to expensive litigation and would require a revote, on these agenda items with no guarantee of passage a second time.

Public commissions, boards, councils and other legislative bodies of local government exist to aid in the conduct of people's businesses. The people do not yield their sovereignty to the bodies that serve them. The people insist on remaining informed so that they may retain control over the instruments they have created. (Ralph M. Brown Act, Statement of Intent)

Contracts and Getting Your Money's Worth

As a best practice, a complete contract would contain the following:

- Detailed scope of work or tasks, including a breakdown of activities to be performed for compensation
- Term limitations, which void a contract after a specific date and not allow charges without another approval

[11] California Government Code Section 54953.5
[12] City of Live Oak, Municipal Code 2.40.040 (F)(3)
[13] California Government Code Section 54960.1.

- Fee caps to control total spending and limit excess charges without prior approval
- Liability insurance, either for the entire contract term or renewed annually, to avoid unnecessary costs to Live Oak for loss due to poor consultation.

Of the multiple contracts examined, only one contract demonstrated liability insurance. In another contract, the compensation was not to exceed "$6, 5000.00" (sic), which made it unclear whether this was thousands or hundreds of dollars. Many of the contracts had no annual cap on fees, no term limitations on time, and no defined scope of work.

For example, a current consultant contract was originally approved in 1978 with renewed versions approved in 1984 and 2014, without periodic fee increases. No term limitations were listed in the contracts. Without specifying term limitations in the contract, Live Oak is not forced to consider other potentially less expensive options or whether the consultant's job performance is sufficient for the fees charged. The SCGJ reviewed City Council agendas for the past three years and found Live Oak had not considered or requested any quotes or bids for this position, or any other consultant held positions, except for one contract. This creates a potential situation were consultants could charge any fee without Live Oak knowing whether a less expensive option exists, since no request for consultant's bids were made.

The contract for professional accounting services, which include the finance director's charges, was originally prepared in July 2014 with no fee caps. Once the finance director became the interim City Manager for the 2018-19 fiscal year, this added an additional $120,000 per year income to the consultant's annual billing of $190,000 on average. The SCGJ was unable to verify whether overcharges were made. However, the general lack of checks and balances can lead to overcharging for services rendered.

In some instances, particularly for specialized equipment, it is difficult to find more than one vendor for replacement parts. To order these parts in a timely fashion, a city may opt to utilize a previous bidder as a future vendor. With consultants, this is not the case. For legal matters, planning and development, financial advice, and information technology, there are multiple providers within the greater Sacramento area and the bidding process creates the opportunity to save money. Although professional services do not require rebidding by law, competition creates the opportunity to save money, but also drives consultants to perform at their best to avoid losing their client. Without a defined scope of work, fee caps, and term limitations, consultants may continue to increase fees, overcharge, or not perform to the contract's expectations and cause expensive mistakes or delays to projects, when unchecked by management and City Council.

City Water Finances in Hot Water

To meet requirements under the Mitigation Fee Act[14], separate funds are used to account for activities related to providing customers with some type of service and the billing for each service. For example, Live Oak uses four enterprise funds to account for its water and sewer operations and accounts for water and sewer connection fees. For water, these funds are the *Water Enterprise Fund*, which primarily covers residential and commercial service, and the *Water Connection Fees Fund*, for connecting to City water. These activities are funded under separate accounts from general funds.

Based upon the Water Master Plan recommendations[15], Live Oak decided to develop Well Numbers 7 and 8 to address its reliable water supply deficiencies on the east side of town. The Well Numbers 7 and 8 project was delayed several years. Because of the delays, the contractor required additional money before continuing with the project. The cost is more than funds could cover at that time, so Live Oak's financial consultants recommended authorizing a two-year loan for a total of $350,000. City management anticipates income from the new Garden Glen subdivision project to cover the loan, but this is dependent on home sales. However, as of May 1, there are only seven homes sold according to the housing project website. At full build-out, there will be 170 homes for sale in the project.

This is not the first time the City Council has attempted to supplement a water fund. In 2018, a resolution was made to transfer $200,000 from the General Fund each year for five years and an additional $100,000 per year for five years for a total of $1.5 million over a ten-year period to cover costs in the Water Enterprise Fund. This account has been losing money for years and City Council has tried various ways to cover the fund except raise water rates.

The 2017 Water and Wastewater Rate Study verified this fact. At that time, the report indicated net losses on the Water Enterprise Fund and that water rates have not increased since 2005. Based on this 2017 report, Live Oak charges the lowest water rate in the surrounding area [Appendix 10]. In general, the net income each year is decreasing [Appendix 11] so that the fund is projected to have a loss by the end of the 2020-21 fiscal year [Appendix 12]. Consequently, Live Oak has been out of compliance for years with its water loan covenant. This has resulted in Live Oak's inability to obtain funding for water infrastructure projects.

[14] Government Code 66000-66025 adopted by Assembly Bill 1600 (AB 1600)
[15] City of Live Oak Water Master Plan, ECO:LOGIC Engineers – Consultants, December 2009

Without an immediate increase in water rates as recommended by the study, the SCGJ finds Live Oak would need to add additional funds from the general fund to cover future costs and bring future water supplies into compliance with State regulations.

FINDINGS

F1. The City Council created a conflict of interest by appointing the Finance Director (consultant) to be the interim City Manager, between April 2018 and April 2019.

F2. The City of Live Oak is overspending on professional service contracts without City Council approval.

F3. Ethics training for City Council has not been completed in the legally mandated periods and content.

F4. City Council members have not disclosed potential conflicts of interest or maintained a current Form 700, as required by law.

F5. For several City Council meetings no minutes or video recording are available online. Other video recordings are incomplete or inaudible.

F6. The City Council meetings are not consistent with Brown Act regulations and City Municipal Codes concerning transparency and how meetings are conducted.

F7. Live Oak is not requesting competitive bids for service contracts per standard best practices.

F8. City Council has repeatedly neglected to require term limitations, caps on fees, and a detailed scope of work in professional service (consultant) contracts.

F9. The Water Enterprise Fund is underfunded.

F10. The Water Enterprise Fund does not comply with State regulations regarding the water loan covenant.

RECOMMENDATIONS

R1. City Council adopt an ordinance to ensure the separation of duties at upper management level within the next 90 days.

R2. City Council create a new Ad Hoc committee to oversee consultant contracts and spending by the end of December 2020.

R3. City Council members immediately take the free online mandatory ethics training and submit documentation to the City Clerk for records retention and to the Fair Political Practices Commission.

R4. Those City Council members with incomplete or missing Form 700 statements immediately resubmit the form to the City Clerk for records retention.

R5. City Council shall direct City management to consult with specialists to immediately remedy the technical difficulties with audio and video recordings and upload any missing recordings or minutes online for full transparency.

R6. The City Council maintain proper decorum during meetings and conduct parliamentary procedure training (such as Rosenburg's Rule of Order) for themselves and committees under the jurisdiction of the City Council within 90 days.

R7. City Council re-evaluate all services and consultants under contract with Live Oak, on performance and value, by July 1, 2021.

R8. City Council direct the City Manager to examine contracts for scope of work, missing cap fees, term limitations, liability insurance coverage and make recommendations to City Council by the end of December 2020.

R9. City Council remedy the missing revenue in the Water Enterprise Fund and come into compliance with State regulations regarding water covenant by the end of June 30, 2021.

R10. City Council direct City administration to create and implement a water rate increase that utilizes the 2017 Water and Wastewater Rate Study's recommendations.

REQUIRED RESPONSES

Pursuant to Penal Code sections 933 and 933.05, the Sutter County Grand Jury requests responses as follows:

From the governing body within 90 days:

- Live Oak City Council respond to F1-F10 and R1-10

INVITED RESPONSES

- City of Live Oak City Manager respond to F2, F8, and R5, R8.
- City of Live Oak Finance Director respond to F9-10 and R9-10.
- Sutter County Auditor Controller responds to F1 and F2.
- Sutter County Legal Counsel to F3 and F4.

DISCLAIMER

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

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CITY OF LIVE OAK

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2019

	Business-Type Activities - Enterprise Funds			
	Water	Sewer	Other Enterprise Funds	Totals
Operating Revenues:				
Sales and service charges	$ 879,586	$ 2,289,788	$ 198,961	$ 3,368,335
Total Operating Revenues	**879,586**	**2,289,788**	**198,961**	**3,368,335**
Operating Expenses:				
Salaries and benefits	423,258	615,662		1,038,920
Administration	25,173	56,999		82,172
Power	161,652	182,767		344,419
Insurance	27,305	102,702		130,007
Supplies	35,983			35,983
Repair and extension				242,186
Professional services				699,472
Depreciation expense				1,445,272
Other expense	41,511	72,739		114,250
Total Operating Expenses	**1,291,760**	**2,840,921**		**4,132,681**
Operating Income (Loss)	(412,174)	(551,133)	198,961	(764,346)
Nonoperating Revenues (Expenses):				
Interest revenue	1,975	68,098	7,815	77,888
Interest expense	(44,200)	(84,129)		(128,329)
Total Nonoperating Revenues(Expenses)	**(42,225)**	**(16,031)**	**7,815**	**(50,441)**
Income (Loss) Before Capital Contributions	(454,399)	(567,164)	206,776	(814,787)
Capital contributions	577,087			577,087
Changes in Net Position	122,688	(567,164)	206,776	(237,700)
Net Position:				
Beginning of Fiscal Year, as previously reported	6,741,288	25,024,924	333,332	32,099,544
Restatements	2,089,095	(2,089,095)		
Beginning of Fiscal Year, as restated	8,830,383	22,935,829	333,332	32,099,544
End of Fiscal Year	**$ 8,953,071**	**$ 22,368,665**	**$ 540,108**	**$ 31,861,844**

See Notes to Financial Statements

Appendix 2

City of Live Oak
Fund 12
Department 1200 - Water Enterprise

Acct No.	Description	Actual Activity FY 2017-18	Adopted Budget FY 2018-19	Actuals Thru FY 2018-19	Projected FY 2018-19	Proposed Budget FY 2019-20
Water Expenditures cont.						
5319	Small Tools and Equip	4,010	3,000	1,317	1,800	3,000
5321	Rents & Leases	6,522	6,700	4,160	5,500	6,700
5323	Communications	8,548	4,900	1,310	1,700	4,000
5325	Advertising	2,050	2,800	0	500	500
5327	Postage	8,641	10,500	5,076	6,800	7,000
5329	Printing & Copying	3,142	3,200	2,702	3,200	3,600
5331	Travel, Lodging & Meals	0	0	31	0	0
5333	Dues & Subscriptions	1,247	1,800	4,049	5,400	5,400
5335	Professional Dev	1,895	1,000	759	1,000	1,000
5337	Licenses & Permits	15,159	25,000	12,817	17,100	18,000
5339	Utilities	160,535	146,400	110,016	165,000	170,000
5341	Professional Services	123,286	101,800	118,768	158,400	164,000
	$13,000 audit services					
	$37,000 accounting services 20%					
	$10,000 City Engineer					
	$11,000 Yuba City Lab					
	$7,000 Alliant Networking Service					
5343	Liability Insurance	14,627	15,000	15,397	15,400	15,400
5345	Property & Other Insur	8,986	9,300	11,709	11,700	11,700
5347	Vehicle Insurance	49	100	0	0	0
5349	Fidelity Insurance	199	200	199	200	200
5353	Special Departmental Expense	175	200	175	200	200
	Total Services/Supplies	464,563	442,600	352,275	476,100	515,800
5501	Principal	-	40,000	-	40,000	40,000
5503	Interest	45,900	45,000	22,100	45,000	43,500
	Total Debt Service	45,900	85,000	22,100	85,000	83,500
5705	Capital Projects	0	20,000	0	20,000	0
	$20,000 chemical tank restraint system					
	Total Capital Outlay	0	20,000	0	20000	0
5903	Legal Cost Transfer	7,187	9,700	5,162	9,700	8,200
5905	Finance Cost Transfer	10,571	14,900	9,632	14,900	14,700
5909	General Govt Transfer	7,338	10,100	9,648	10,100	14,900
5911	Engineering Transfer	1,507	1,200	1,200	1,200	5,400
	Total Interfund Transfers	26,603	35,900	25,642	35,900	43,200
	Departmental Grand Total	$ 985,801	$ 1,017,500	$ 658,652	$ 947,900	$ 1,228,900

Appendix 3

City of Live Oak
Fund 13
Department 1300 - Sewer Enterprise Operations

Acct No.	Description	Actual Activity FY 2017-18	Adopted Budget FY 2018-19	Actuals Thru FY 2018-19	Projected FY 2018-19	Proposed Budget FY 2019-20
Sewer Expenditures cont.						
5311	Repair/Maint WWTP	34,881	40,000	57,371	76,500	75,000
	$25,000 UV repairs					
	$15,000 SCADA					
	$5,000 misc plant repairs					
5312	Repairs/Maint Collection System	54,732	39,100	24,750	33,000	65,000
	$12,000 Ash St. lift station					
	$25,000 line/manhole repairs					
	$12,000 back-up pump					
	$14,000 backup var frequency drive					
	$9,000 misc lift station repairs					
5313	Repair & Maint Buildings	353	5,000	0	0	3,000
5315	Repair & Maint Vehicles	5,909	7,000	1,458	1,900	6,500
	$5,000 routine maint 5 vehicles					
	$3,000 trans work unit 117					
	$2,000 routine maint vac truck					
5317	Maint & Service Contracts	8,251	50,000	34,256	45,700	49,500
	$18,000 UV Coombs Hopkins					
	$15,000 SCADA Stantec					
	$7,000 electrical maint Tesco					
	$15,000 generator servicing					
	$5,000 Hach					
5319	Small Tools and Equip	6,953	4,500	5,713	7,600	9,900
5321	Rents & Leases	8,088	7,500	5,335	7,100	7,300
	$1,500 copier lease					
5323	Communications	15,029	16,400	4,384	5,800	8,500
5325	Advertising	359	0	0	0	0
5327	Postage	9,641	11,800	5,102	6,800	7,000
5329	Printing & Copying	3,206	3,200	3,084	4,100	4,200
5331	Travel, Lodging & Meals	0	0	0	0	0
5333	Dues & Subscriptions	1,899	2,600	1,395	1,900	2,000
5335	Professional Dev	311	40,000	541	700	30,000
5337	Licenses & Permits	12,189	15,500	18,803	25,100	19,000
	$7,000 WWTP permit SWRCB					
	$3,000 FRAQMD generators					
	$2,000 SWRCP LS permit					
	$1,000 Sutter Co permit					
5339	Utilities	164,216	195,100	17,799	23,700	24,400
5912	Utilities - Sewage Plant	0	0	78,929	105,200	108,400
5341	Professional Services	245,342	184,000	316,427	390,000	190,000
	$22,000 audit 50% share					
	$64,000 accounting services 35%					
	$65,000 Yuba City Lab					
	$20,000 Bill Lewis					
5343	Liability Insurance	31,735	32,700	33,407	33,400	33,400

LSL
CPAs AND ADVISORS

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council
City of Live Oak California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Live Oak California, (the City) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 30, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify the following deficiencies in internal control that we consider to be significant deficiencies:

Periodically Review the Miscellaneous Payables Account

During our audit of accounts payable and accrued liabilities, a journal entry was required to remove a miscellaneous expense that was paid in fiscal year 2018-19 in the Sewer Connection fund in the amount of $41,786. We noted that this expense was accrued for in the prior fiscal year, however the related payable was not properly reduced in the current fiscal year. We additionally noted this expense was a one-time occurrence related to a unique subdivision improvement agreement. We recommend that the City perform a more thorough review of miscellaneous accruals.

PrimeGlobal 245

Staff party

CHK: 051201 11/7/18-12/7/18

010 5-1005-5353	Special Departmental Expense	TARGET - CANDLES – STAFF PARTY	17.37
010 5-1005-5353	Special Departmental Expense	DOLLAR TREE- STAFF PARTY	43.97
010 5-1005-5353	Special Departmental Expense	JOANN-STAFF PARTY	4.49
010 5-1005-5353	Special Departmental Expense	PARTY LAND - BALLOON	74.22
010 5-1005-5353	Special Departmental Expense	PARTY LAND - BALLOON	11.07
010 5-1005-5353	Special Departmental Expense	DOLLAR TREE- STAFF PARTY DECOR	6.44
010 5-1005-5353	Special Departmental Expense	CAKE LADY - STAFF PARTY CAKES	146.00
010 5-1005-5353	Special Departmental Expense	ROSS - STAFF PARTY DECORATIONS	62.46
010 5-1005-5353	Special Departmental Expense	THE REFUGE- STAFF PARTY	3,169.36

Source: Trial balance detail for fiscal year 2018-19, City of Live Oak

Control No: 341349

Public Service Ethics Education
Online Proof of Participation Certificate

Date of Completion: Feb 11, 2020 **Training Time*:** 2 hr. 37 min.

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

The Fair Political Practices Commission and Attorney General have reviewed this course for course sufficiency and accuracy.

By signing below, I certify that I fully reviewed the content of the entire online AB 1234 course approved by the Attorney General and Fair Political Practices Commission and am entitled to claim two hours of public service ethics law and principles credit.

Jane Doe

Participant Signature — Participant Name

Sutter County Grand Jury

Agency Name

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. To preserve the integrity of the online certification process; ***these certificates are only available upon completing the online session.*** ** To satisfy AB 1234 requirements, this certificate must reflect that the public official spent two hours or more reviewing the materials presented in the online course. If the certificate reflects less than two hours, the participant should have on file additional certificates demonstrating that the official has satisfied the entire two hour requirement.*

CERTIFICATE OF ATTENDANCE
FOR CALIFORNIA GOVERNMENT CODE §53235 (AB 1234) TRAINING

PROVIDER	Rich, Fuidge, Lane & Bordsen, Inc. 1129 D Street Marysville, CA 95901 (530) 742-7371
SUBJECT	AB 1234 Ethics Training
DATE AND TIME	Thursday, December 8, 2016
LOCATION	Live Oak City Hall 9955 Live Oak Blvd. Live Oak, CA 95953
LENGTH OF ACTIVITY	2.0 Hours

By signing below, I certify that I participated in the California Government Code §53235 (AB 1234) Training) activity described above.

Dated: 12/21/16

[redacted]
Participant Name (print)

[redacted]
Signature

INSTITUTE FOR LOCAL GOVERNMENT

1400 K Street, Suite 205, Sacramento, California 95814 ~ www.ca-ilg.org

AB 1234 Ethics
Proof of Participation Certificate

Participant Name: [redacted]

Course Date: September 30, 2015, 9:00-11:00 a.m.

Location: 2015 League Annual Conference and Expo, San Jose Convention Center, San Jose

Eligible Credit: 2 Hours (Requires Attendance for Entire Session)

This course is an overview course on all public service ethics issues necessary to satisfy the requirements of Article 2.4 of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code, including the following:

- Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- Laws relating to claiming perquisites ("perks") of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
- Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members; and
- General ethical principles relating to public service.

The Institute for Local Government affirms that this course satisfies the guidelines issued by the Fair Political Practices Commission and Attorney General for course sufficiency and accuracy.

To be completed by participant:

By signing below, I certify that I signed in at this session, participated in the activity described above and am entitled to claim 2 ethics education credit hour(s).

[redacted]

NOTE TO PARTICIPANT: Please provide a copy of this proof of participation to the custodian for such records at your agency. In addition, we recommend you make a copy of this proof of participation for your own records to retain for at least five years. ***If lost, a fee of $20 will be charged for every certificate researched and reissued.***

3018

CALIFORNIA FORM **700**
FAIR POLITICAL PRACTICES COMMISSION
A PUBLIC DOCUMENT

STATEMENT OF ECONOMIC INTERESTS

COVER PAGE

Date Initial Filing Received
Official Use Only
AUG 15 2018

Received At Counter
City of Live Oak

Please type or print in ink.

NAME OF FILER (LAST) [redacted] (FIRST) [redacted] (MIDDLE) [redacted]

1. Office, Agency, or Court

Agency Name *(Do not use acronyms)*
City Of Live Oak

Division, Board, Department, District, if applicable
City Council

Your Position
City Council Member

► If filing for multiple positions, list below or on an attachment. *(Do not use acronyms)*

Agency: _____ Position: _____

2. Jurisdiction of Office *(Check at least one box)*

- ☐ State
- ☐ Multi-County _____
- ☒ City of Live Oak
- ☐ Judge or Court Commissioner (Statewide Jurisdiction)
- ☐ County of _____
- ☐ Other _____

2018 SEP -6 FIN 3:14

3. Type of Statement *(Check at least one box)*

- ☐ **Annual:** The period covered is January 1, 2017, through December 31, 2017.
  -or-
  The period covered is ____/____/____, through December 31, 2017.
- ☐ **Assuming Office:** Date assumed ____/____/____
- ☐ **Leaving Office:** Date Left ____/____/____ *(Check one)*
  - ○ The period covered is January 1, 2017, through the date of leaving office.
  - -or-
  - ○ The period covered is ____/____/____, through the date of leaving office.
- ☒ **Candidate:** Date of Election 11/6/2018 and office sought, if different than Part 1: _____

4. Schedule Summary (must complete) ► *Total number of pages including this cover page:* 2

Schedules attached

- ☐ **Schedule A-1** - *Investments* – schedule attached
- ☐ **Schedule A-2** - *Investments* – schedule attached
- ☒ **Schedule B** - *Real Property* – schedule attached
- ☐ **Schedule C** - *Income, Loans, & Business Positions* – schedule attached
- ☐ **Schedule D** - *Income – Gifts* – schedule attached
- ☐ **Schedule E** - *Income – Gifts – Travel Payments* – schedule attached

-or-

- ☐ ***None*** - *No reportable interests on any schedule*

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
[redacted]

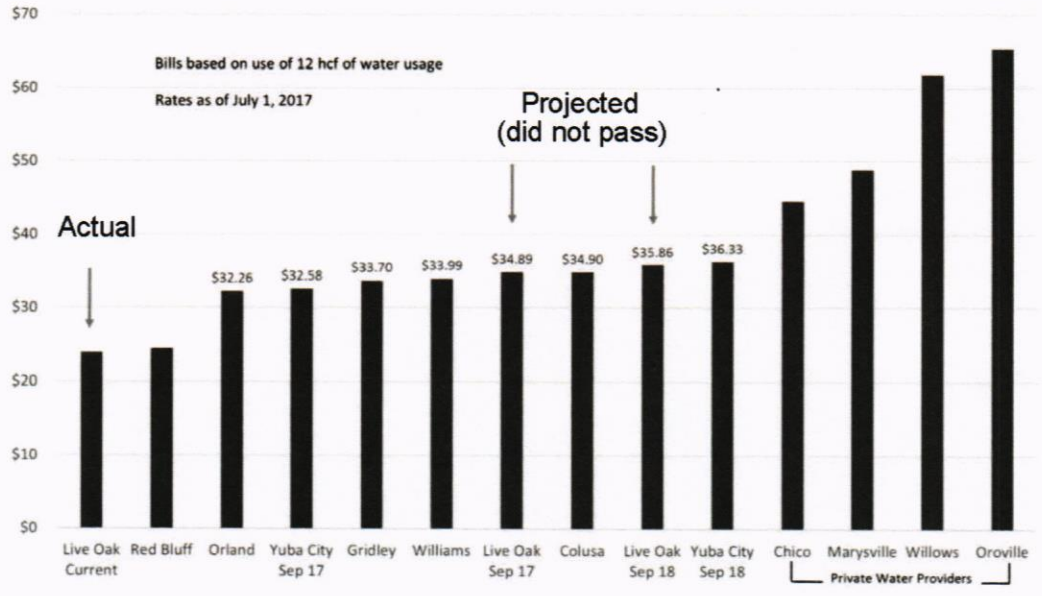
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed August 13, 2018 (month, day, year) **Signature** [redacted]

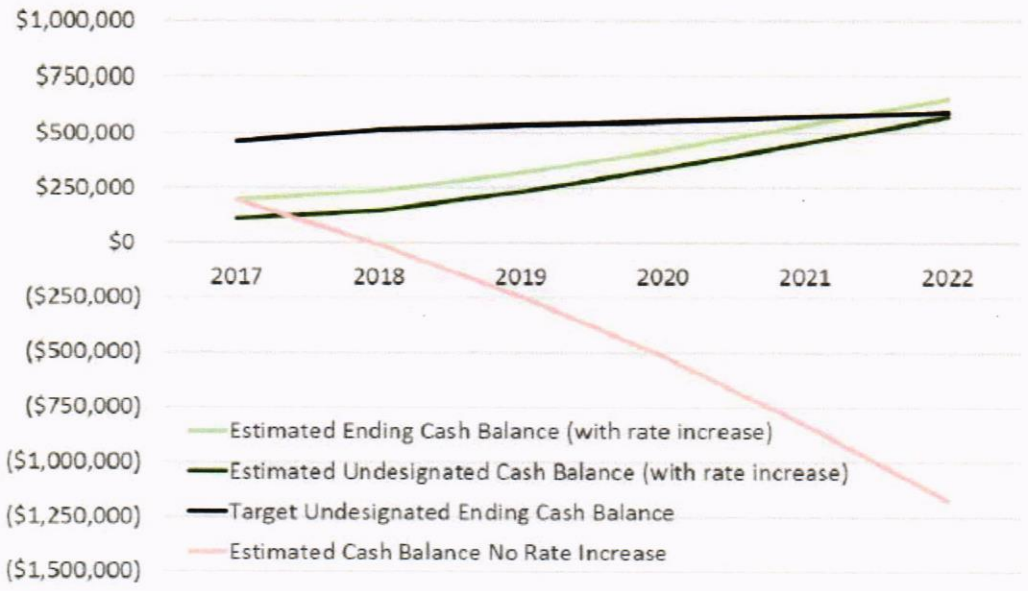
Note from SCGJ:
Live Oak rate increase planned in report for September 2017 was not passed by City Council. The Live Oak current billing, as seen on the left, has not changed.

Figure 12
Comparison of Single Family Monthly Water Bill



Source: City of Live Oak, California, Water and Wastewater Study Final Report by Hansford Economic Consulting, July 13, 2017

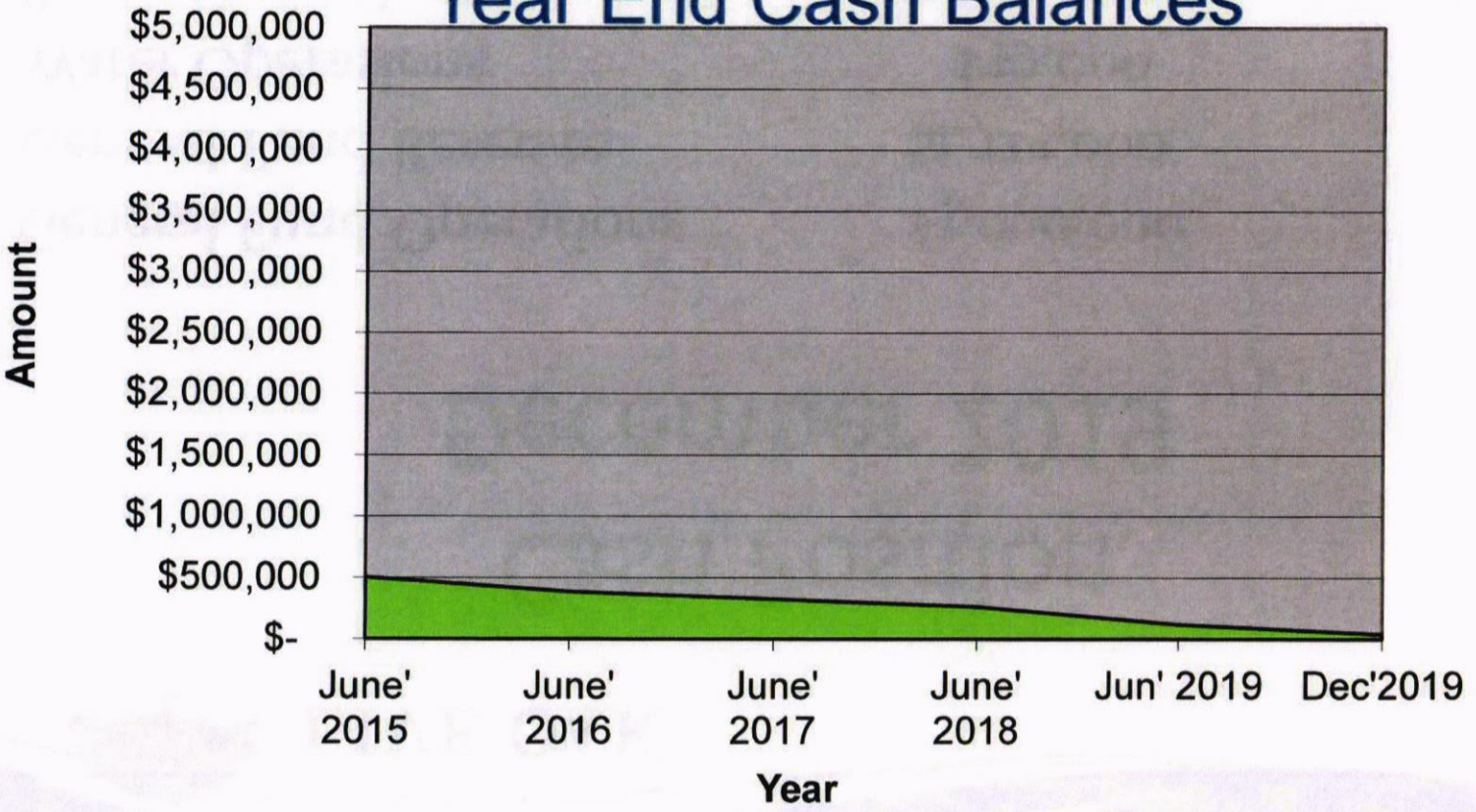
Figure 11
Estimated Water Fund Cash Balances



Source: City of Live Oak, California, Water and Wastewater Study Final Report by Hansford Economic Consulting, July 13, 2017

LIVE OAK

City of Live Oak
Water Operating Fund
Year End Cash Balances



Source: Finance Update December 2019, submitted at Live Oak City Council meeting, March 4, 2020

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Appendix 12

10

PUBLIC WORKS

CITY OF LIVE OAK
PUBLIC WORKS, PROJECT DELIVERY

SUMMARY

Pursuant to the California Penal Code Section 925, the Sutter County Grand Jury (SCGJ) has the authority to investigate governmental agencies, their functions and any complaints against such agencies. As part of this process, the SCGJ examined Sutter County and its two cities as part of the effort to review various local governmental functions. It was after a visit to a City of Live Oak (Live Oak) Council meeting in August 2019, that the SCGJ decided to investigate the departmental functions within the city. This report specifically focuses on public works issues.

The SCGJ's investigation of Live Oak's practices and procedures in project management led to the conclusion that project delays were due to miscommunication and poor management amongst Live Oak administrators and City Council. Four (4) projects experiencing serious delays are used as examples of project management and oversight shortfalls. These include the installation of commissioned welcome signs, the Wastewater Treatment Plant Solar Project, the delays in maintenance for the Wastewater Treatment Plant and its infrastructure, and the delays to Well Numbers 7 and 8 completion.

With interviews conducted at all staff levels, the SCGJ found an absence of project responsibility and oversight by upper management due to inconsistent information and varying levels of understanding for each project's status by employees, managers, and the City Council.

BACKGROUND

Live Oak is an incorporated city in Sutter County approximately 11 miles north of Yuba City. Live Oak encompasses an area of 3.12 square miles with an approximate population of 8,600.

"The Department of Public Works is responsible for a wide variety of services in the City of Live Oak. Services include the design, construction, operation, maintenance and improvements to the City's infrastructure, public rights-of-way, and treatment facilities."[16] Municipal employees fill some public works roles while employees from companies such as consulting and engineering firms and construction contractors fill other roles.

Live Oak's website features pages for various departments. One page is dedicated to the City Manager and features the City Manager's Progress Report that has not been updated since January 2018. The website states:[17]

[16] Live Oak, California, Public Works/Utilities website.
[17] Live Oak, California website, City Manager's Progress Report.

"Going into this year, we have several unfinished projects that should be completed. These include:

- Installing attractive new Welcome to Live Oak signs on the north and south approaches to the city on Highway 99;
- Installation of solar facilities at the wastewater treatment plant designed to lower operating costs;
- Completion of a new community well adding much needed supply to the city's water system;
- Upgrades to water mains to ensure more reliable supply, especially on the east side of the community;"

At least 3 of the listed items remain unfinished as of May 2020.

Between April 2018 and April 2019, Live Oak functioned with an interim City Manager. During this period, a consultant was acting as the interim City Manager and Finance Director. Live Oak hired a new interim City Manager in April 2019, who became permanent in August 2019.

METHODOLOGY

Tours or visits:

- Live Oak City Hall
- Live Oak Wastewater Treatment Plant
- Site for Well Numbers 7 and 8 on Larkin Road, Live Oak, CA

.nterviews:

- City Council members
- City administrators
- City staff
- County staff
- Professional Services (Consultants) retained by the City of Live Oak

Research:

- City of Live Oak 2030 General Plan
- City of Live Oak Final 2030 General Plan and Environmental Impact Report (AECOM).
- City of Live Oak Wastewater Collection System Master Plan (ECO:LOGIC Engineers - Consultants, November 2009).
- City of Live Oak Sewer System Management Plan (Rolls Anderson & Rolls Civil Engineers, February 2017).

- City of Live Oak WWTP Solar Project Initial Study/Mitigated Negative Declaration (Michael Baker International, October 2016).
- City of Live Oak Water Master Plan (ECO:LOGIC Engineers - Consultants, December 2009).
- Live Oak, California website
- Live Oak City Council regular and special meetings, meeting agenda packets, minutes and videos
- City of Live Oak, Reports to City Council
- City of Live Oak Fiscal Year 2019-2020 Adopted Budget (July 17, 2019).
- Sutter County budget
- Sutter County Department of Public Works Improvement Standards (Revision 11-10, November 2010).
- Contracts for professional services for the City of Live Oak
- California Code of Regulations, Title 22, Division 4, Chapter 16, Article 2, Section 64554

DISCUSSION

Through a series of interviews, it is apparent that Live Oak is very proficient at obtaining grants and funds to implement planned projects. After City Council approval, projects seldom get completed in a timely manner or on an approved project schedule.

"Welcome to Live Oak" Signs

Using City funds and a private donation, Live Oak purchased two (2) "Welcome to the City of Live Oak" signs and planned to install them at the north and south ends of the City. These signs are sitting in Live Oak's Corporation Yard [Appendix 1] awaiting placement. According to interviews, there are various responses as to why the signs have not been permanently displayed. Some responses include:

- Awaiting completion of the Live Oak Streetscape project on State Route 99 (SR 99),
- Planned southern location is not available as there is a gas main running through the location,
- The signs are not aesthetically pleasing to some of the current management or City Council members.

Whether these inconsistent reasons are why the delays continue to occur were not clear to the SCGJ, at the time of this report.

Wastewater Treatment Plant Solar Project

Live Oak proposed the development of a solar energy system and its integration into the Wastewater Treatment Plant (WWTP) to provide additional power and reduce operating costs. The proposed site is located in the southwestern corner of the city, at 3450 Treatment Plant Road, Live Oak.

The solar panels are to be placed in two (2) areas within the 39.24-acre WWTP site:

- Over the existing administration building and adjacent parking area,
- In a 4.6-acre unused pond at the northeast corner of the site.

"The project would include the installation of approximately 3,883 square yards of panels to produce approximately 864,000 kilowatt-hours (kWh) of electricity per year. No offsite improvements will be necessary to complete the solar project. All connections to the existing WWTP electrical system will occur onsite".[18]

Funding has been secured from the State Water Resources Control Board since 2018, as such the City expected to hire services for engineering planning and design in June of 2019. According to interviews with Live Oak City Council and staff, most are not aware of the existence or status of a solar project.

Wastewater Treatment Plant

The City operates and maintains its own sewer system and Wastewater Treatment Plant (WWTP). The plant has the capacity to treat 1.4 million gallons per day (mgd), average dry weather flow.[19] Live Oak designed a new activated sludge tertiary treatment plant to comply with the California Regional Water Quality Control Board's Waste Discharge Requirements.[20] The system experiences seasonal inflow and groundwater infiltration in some parts of the collection system, that are in poor condition.[4,21,22]

Live Oak completed major upgrades to the wastewater treatment plant in 2012 and last increased sewer rates in 2012. This system is now due for routine maintenance and repairs. The facility has received approval to obtain the specialized filters required, but still have ongoing maintenance and repairs.

Live Oak's sewer collection system includes six (6) pump and seven (7) lift stations, one of which is over 60 years old. In September of 2018, the City issued a Request for Qualifications (RFQ) for the P Street Lift Station Rehabilitation Project (a process where Live Oak seeks Statements of Qualifications from professional service firms interested in providing the type of service requested). According to a staff report[23], [Appendix 2] this station is in extremely poor condition and is in critical need of replacement. The current capacity of the overflow tank is at one-third (⅓) of its desired capacity and requires no greater than a 20-minute response time. If the lift station stops operating, staff have roughly 20-minutes to resolve the issue. Otherwise, wastewater begins to back up through the system and may cause untreated wastewater to overflow into areas of the city.

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[18] City of Live Oak WWTP Solar Project Initial Study/Mitigated Negative Declaration, Michael Baker International, October 2016.

[19] City of Live Oak 2030 General Plan.

[20] California Regional Water Quality Control Board, Central Valley Region NPDES Permit No. CA0079022.

[21] City of Live Oak Wastewater Collection System Master Plan, ECO:LOGIC Engineers - Consultants, November 2009.

[22] City of Live Oak Sewer System Management Plan, Rolls Anderson & Rolls Civil Engineers, February 2017.

[23] City of Live Oak Report to City Council, Lift Stations Rehabilitation Update, August 7, 2019.

In May of 2019, Live Oak anticipated hiring a consulting firm by July 2019, to develop the lift station design plans. As of March 2020, Live Oak was still working with Interwest Consulting Group to hire a design services firm. The estimated repair cost to this lift station was $900,000. This is only the first of six (6) lift stations in need of repair or replacement.

The total cost of deferred maintenance on an aging system so vital to Live Oak could be catastrophic in the event of a system failure. This deferred maintenance includes the repair, rebuilding, clean up and possible lawsuits if such a situation occurred. The Sewer Enterprise Fund has sufficient funds to maintain the sewer collection system's infrastructure, as long as monies are not diverted to other projects or other Enterprise Funds.

Water Supply and Distribution

In 2008, Live Oak's water system consisted of five (5) groundwater production wells, a 1.4 million-gallon (Mgal) ground level storage tank and booster pump station, and a network of water distribution mains. Live Oak relies on Well Numbers 1A, 2A, and 3 for most of the water produced within the city while Well No. 4 supplements the supply system when needed.

To support the 2030 General Plan, Live Oak embarked on the process to develop and adopt master plans for water, wastewater, and stormwater management. Live Oak developed a Water Master Plan in 2009 to help identify existing water system issues and recommend system improvements to meet future growth within the City limits and within areas of the General Plan's Sphere of Influence (SOI).

"Well No. 5 was removed from service in 2019 due to concerns regarding the integrity of the well's annular seal and elevated nitrate and arsenic concentrations. The required well repair, and the addition of water treatment were determined to be too expensive. Without the use of Well No. 5, Live Oak is left with a water supply deficiency on the east side of town. During peak demand days, the deficit supply results in diminished flows and water pressure that are noticeable to residents."[24]

The Water Master Plan identified the system's reliable supply capacity at 2,100 gpm, for the existing conditions in 2008. A 3,320 gallons per minute (gpm) maximum day demand[25] (MDD) upon the system left Live Oak with a 1,220 gpm deficit in the MDD, as well as, a 1,435 gpm deficit in the MDD plus emergency fire flow demand[26]. Thus, peak demand periods and emergency fire flow requirements were not being met. This may be directly attributed to the loss of Well No. 5.[27]

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[24] Task 6 Final Report - New Well Sitting Study, West Yost Associates, April 2, 2015.

[25] California Code of Regulations, Title 22, Division 4, Chapter 16, Article 2, Section 64554.

[26] County of Sutter Department of Public Works Improvement Standards, Chapter 8 Water Supply System, Revision 11-10, November 2010.

[27] Water, Sewer, and Storm Drain Committee Meeting. April 18, 2019.

Based upon the Water Master Plan recommendations,[28] the City embarked on resolving the immediate water shortage crisis on the east side of town, and its plan for future growth needs. The study recommended a number of improvements with the primary recommendation consisting of developing a new well on the east side of SR 99 to address the reliable water supply deficiencies. The City decided to develop Well Numbers 7 and 8 to mitigate the loss of Well No. 5 and resolve the lack of sufficient water supply on the east side of town.

In August 2014, the City Engineer who oversees projects for Live Oak, met with West Yost Associates, Consulting Engineers (West Yost), to discuss the selection criteria for evaluating potential well sites. In 2015, Live Oak initiated task orders with West Yost to develop the New Well Siting Study and utilized West Yost for the design, engineering services and construction management, for the Well No. 7 project. The project design was completed in January 2017, with construction projected to start shortly thereafter. However, by August/September 2019, Live Oak requested construction to restart with a completion goal by the end of August 2020. Because of project delays, West Yost was unable to complete their contractual obligations. In January 2020, Live Oak hired Interwest Consulting Group [Appendix 3] to take over the engineering support and management services from West Yost to complete the Well No. 7 project.

Questions regarding the delays of Well No. 7 were asked during interviews with City Council members, managers, and staff. There was either no response as to the causes of the delays or differing opinions as to why the project had stalled. Regardless of the reason, what is known is the severity of the massive years-long delays. The project has exceeded its original budget. For example, in September 2019 a budget augmentation (increase) for construction management was made. Appendix 4, Table 1 Proposed Budget requests an increase of $366,000 for Tasks 1, 9, and 10. In January of 2020, Live Oak authorized the professional services agreement to Interwest Consulting Group in the amount of $240,000 (fiscal year 2019-2020) and $360,000 (fiscal year 2020-2021). Finally, due to the project facing several delays, Live Oak approved a Change Order [Appendix 5] for design modifications and escalating construction cost by approximately $71,500. To cover the cost increases for Well No. 7, Live Oak approved a resolution in 2020 [Appendix 6] to loan $350,000 from the Sewer Enterprise Fund to the Water Connection Fund. The State's Community Development Block Grant (CDBG) awarded to pay for the Well No. 7 project is dependent on the completion date of August 2020. A proposed Well No. 8 CDBG was awarded and is contingent on the completion of Well No. 7.

There are two areas of concern about meeting the State of California's requirements. The California Code of Regulations,[29] requires that the MDD must be met to be in compliance. In addition, in order to qualify for state funding, the water rates must be able to financially support its facilities. Because these rates are not in

[28] City of Live Oak Water Master Plan, ECO:LOGIC Engineers – Consultants, December 2009.
[29] California Code of Regulations, Title 22, Division 4, Chapter 16, Article 2, Section 64554.

compliance with state funding requirements, the City is not able to receive loans and grants from the State for water infrastructure projects and has used money from other City funds to financially support these water infrastructure projects.

Our investigation discovered there are other unfinished projects in Live Oak. Live Oak management is not taking responsibility for seeing project phases get completed per the approved project schedule. When projects encounter delays over an extended period of time, project costs tend to escalate. Reasons include one or more of the following for each project investigated: varying levels of understanding for each project; the absence of project responsibility and oversight by management; projects not adhering to an approved schedule; or deferred maintenance to, or the replacement of, vital public works infrastructure.

FINDINGS

F1. Multiple delays were found for vital public works projects over several years.

F2. The City of Live Oak has not provided consistent explanations for work delays.

F3. There is a lack of responsibility and accountability by the City of Live Oak management.

F4. There is a lack of oversight by Live Oak City Council.

F5. Lack of oversight and project management has caused delays and cost overruns, as well as, impacts to other systems and projects.

RECOMMENDATIONS

R1. Live Oak City Council to direct the City Manager to provide the following:

- Quarterly report of projects to the Live Oak Council, starting by September 2020.
- To restart the Water, Sewer and Storm Drain Committee meetings on a quarterly basis.
- Quarterly report on the Water, Sewer and Storm Drain Committee meetings/activities to the Live Oak Council.

R2. Live Oak City Council to direct the City Manager to immediately hold the City Engineer and respective Department Directors responsible for managing the delivery of professional services (consultants) contract tasks, milestones, project schedules and project completion in the prescribed timeframe and report status to the Live Oak Council within 90 days.

R3. Live Oak City Council to direct the City Manager to ensure all future project is contractual with milestones, deadline, to assess monetary penalties for delays, and incentives clearly identified.

R4. Live Oak City Council to direct the City Manager and/or the Department Directors to report on each project's status at Live Oak Council meetings, to inform the public and create transparency, starting by September 2020.

REQUIRED RESPONSES

Pursuant to Penal Code sections 933 and 933.05, the Sutter County Grand Jury requests responses as follows:

From the following governing bodies within 90 days:

- Live Oak City Council respond to F1-F5 and R1-R4.

INVITED RESPONSES

The Sutter County Grand Jury invites the following responses:

- Live Oak City Mayor respond to F1 - F5 and R2 - R4.
- Live Oak City Manager respond to R1-R4.
- City of Live Oak Water, Sewer and Storm Drain Committee respond to F1-F5 and R2-R4.

BIBLIOGRAPHY

City of Live Oak 2030 General Plan

City of Live Oak Final 2030 General Plan and Environmental Impact Report (AECOM).

City of Live Oak Wastewater Collection System Master Plan (ECO:LOGIC Engineers – Consultants, November 2009).

City of Live Oak Sewer System Management Plan (Rolls Anderson & Rolls Civil Engineers, February 2017).

City of Live Oak WWTP Solar Project Initial Study/Mitigated Negative Declaration (Michael Baker International, October 2016)

City of Live Oak Water Master Plan (ECO:LOGIC Engineers - Consultants, December 2009)

City of Live Oak Fiscal Year 2019-2020 Adopted Budget (July 17, 2019)

Sutter County Department of Public Works Improvement Standards (Revision 11-10, November 2010)

APPENDIX

Appendix 1 - Welcome to Live Oak Signage

Appendix 2 – Lift Station Rehabilitation Update

Appendix 3 – Agreement with Interwest Consulting Group for Engineering Services

Appendix 4 – Contract Amendment with West Yost for Well 7 Project

Appendix 5 – Well 7 Change Order 6.2

Appendix 6 – Resolution XX – 2019

DISCLAIMER

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Appendix 1



'WELCOME TO LIVE OAK" Signage in the Live Oak's Corporation Yard

Appendix 2

LIVE OAK
CALIFORNIA

City of Live Oak
Report to City Council

Meeting Date: August 7, 2019

Title: Lift Stations Rehabilitation Update

Location: Citywide

Recommendation: Receive lift stations evaluation from E[redacted]

Fiscal Impacts: Undetermined.

Contact Information: F[redacted]

Appendix 3

LIVE OAK
CALIFORNIA

City of Live Oak
Report to City Council

Meeting Date: January 15, 2020

Title: Agreement with Interwest Consulting Group for Engineering Services

Contact Information: [redacted]

Location: Citywide

For the past several years the City has utilized Interwest Consulting Group for plan check and building plan services. At this time, the City needs to update this service arrangement to process prospective plan check and building plan review services. With the expectation of permits to be pulled by the Garden Glen housing subdivision, the volume of services will be increasing significantly.

Furthermore, the City has significant need for additional engineering services surrounding pending capital project and street maintenance. The existing City Engineer will continue to oversee the Highway 99 project and related street improvement affecting the highway. The services provided by Rolls and Rolls Engineering will continue in its current focus and new services from Interwest Consulting Group will augment current hours provided by the City Engineer's firm. We do not expect any reduction in hours provided by Rolls and Rolls Engineering over the next three years.

The City needs engineering guidance and management services over several capital projects including the completion of Well 7, the P Street lift station, start-up and completion of Well 8, start-up and completion of the east-side water storage tank, major street maintenance projects, and other City capital projects. Funding for the notes items are in place from existing resources and approved grants. Other than plan check services, there is no need to increase the budget for these services at this time.

Fiscal Impacts: General engineering expenses will come from existing budget appropriations for capital projects and existing operating budgets in the General Fund, Streets and Road, Water and Sewer Funds.

Plan check and building plan services will be contingent upon receiving building fees from prospective development including the Garden Glen housing subdivision.

Recommendation: Authorize the City Manager and City Attorney to execute a professional services agreement with Interwest Consulting Group in the amount of $240,000 for fiscal year (FY) 2019-20 and $360,000 for FY 2020-21, with amounts for plan check services being contingent upon the receipt and prospective building fees to be collected by the City.

Attachments:

Interwest Consulting Proposal
Interwest Billing Rates

LIVE OAK
CALIFORNIA

City of Live Oak

Report to City Council

Meeting Date: December 4, 2019

Title: Location: Contract Amendment with West Yost for Well 7 Project

Well 7 Construction Site

Recommendation: **1)** Approve the contract amendment with West Yost; 2) Approve the budget amendment resolution in the amount of $350,000 from the Water Connection Fund; and 3) Authorize a $350,000 2-year loan at 2% interest from the Sewer Enterprise to the Water Connection Fund.

Fiscal Impacts: $350,000 loaned from Sewer Enterprise Fund to Water Connection Fund.

Contact Information: [redacted]

WEST YOST ASSOCIATES

September 16,

Project No.: 482-14-15-09
SENT VIA: EMAIL

[redacted]
City of Live Oak
9955 Live Oak Blvd.
Live Oak, CA 95953

SUBJECT: Live Oak Well 7 Project- Construction Management Budget Augmentation Request

Dear [redacted]

The City of Live Oak (City) has requested to have West Yost prepare a budget amendment to update billing rates and include additional construction oversight budget needed to complete project construction and SCADA programming. The original project contract, dated March 3, 2015, assumed the project would be completed by the end of 2018. The project design was completed and bid in January 2017 and the on-site portion of the project was put on hold during construction. The City has recently requested project construction to restart with the goal of completing construction with a completion date on or before the end of June 2020. The original project budget for project management, engineering services during construction and construction management and inspection services (Tasks 1, 9, &10 in the original project) were based on 2015 billing rates which have increased since the project was put on hold. In addition , the City is requesting an expanded scope of work for the construction management and inspection tasks and the addition of SCADA programming services. This budget augmentation request will address the rate increases and any additional scope items needed to complete the project within the projected construction timeframe.

Any remaining budget from the original project budget will be applied to this augmentation request. The balance of the original project budget remaining as of August 30, 2019 is $91,153.

The following is the proposed scope of work and budget assumptions for this augmentation request:

Task 1-Project Management

The project management task includes project coordination for project execution, office administration, invoicing, and coordinating and reporting the progress of the project to the City. West Yost will monitor project progress, assign labor resources, review work products, respond to City requests and concerns, and maintain communications with City staff to ensure satisfactory completion of the work within the proposed schedule and budget.

2020 Research Park Drive, Suite 100 Davis, CA 95618 Phone 530.756.5905 Fax 530.756.5991 westyost.com

Task 9 - Engineering Services During Construction

Submittal/Shop Drawing Review

Review contractor submittals for conformance with the design drawings and specifications. Answer questions , review submittals, shop drawings, certificates, samples, test results, methods, schedules , and manufacturer's installation instruction required to be submitted by the construction documents for conformance with the design concept and specifications. Assumes review of up to twenty (20) mechanical/civil submittals and up to twenty (20) electrical, instrumentation and control shop drawings and submittals.

Field Clarifications - RFI's

Review and respond to contractor's requests for information and clarifications during construction. Identify RFI's that may have a time or cost impact and notify the City. Assumes review of up to six (6) mechanical /civil RFI's and up to six electrical and instrumentation RFI's.

Site

West Yost will attend bi-weekly construction progress meeting over a 10-month construction. ATEEM (Electrical and I & C Engineer) will attend up to four (4) project meetings or site visits during construction on an as-needed basis.

Change Order Assistance

Prepare and negotiate project change orders.

Progress Payments

West Yost will review progress payments on a monthly basis over the duration of construction.

Record

West Yost will prepare as-built plans during construction. This task assumes 1-2 hours a week to complete this task. West Yost and ATEEM (Electrical and I & C Engineer) will prepare a final set of record " as-built" drawings upon completion of construction for City records.

Task 10. Construction Management and Inspection Services

West Yost will provide part-time construction inspection and management services for a ten (10) month period during construction of the above ground well facilities and treatment system. West Yost will provide a construction inspector on a part time basis (assumes approximately 20 hours/per week for 36 weeks) during the estimated period of construction. Services will include:

- Lead weekly progress/planning meetings with the contractor and the City.
- Issue field memos, as required.
- Track submittals.

- Facilitate planning required to schedule, to test, to startup and to commission the well and treatment operation.
- Prepare punch lists for both mechanical /electrical equipment.
- Witness and verify factory tests of equipment as required by specifications.
- Witness an oversee tests an start-up testing (mechanical an electrical/instrumentation).
- Maintain daily inspection records and other necessary documentation.
- Provide concrete materials testing.

Task 11. Supervisory Control and Data Acquisition (SCADA) Services

The following SCADA services will be provided by ATEEM:

- Provide Programmable Logic Control (PLC) programming of the local PLC.
- Provide MHI programming of the local MHI.
- Modify existing SCADA system and polling PLC (if required).
- Start-up testing of PLC/HIM and SCADA modifications.
- Document existing programming.
- Factory testing of PLC of Human Machine Interface (HMI) with

The proposed budget is shown in Table 1, below and an hourly breakdown is attached.

Table 1. Proposed Budget

Current Contract Amount	$528,884
Remaining Budget in Current Contract as of 8/30/19	($91,153)
Augmentation Request -Task 1 Project Management	$20,404
Augmentation Request -Task 9 Engineering Services During Construction	$162,247
Augmentation Request -Task 10 Construction Management and Inspection Services	$183,356
Augmentation Request -Task 11 SCADA Services	$26,313
Total Contract Amount (with additional budget)	$830,051

Please contact me with any questions you may have regarding this budget augmentation request.

Sincerely

WEST YOST ASSOCIATES

[redacted]

[redacted]
Project Manager

LIVE OAK
CALIFORNIA

City of Live Oak
Report to City Council

Meeting Date: February 19, 2020

Title: Well 7 Change Order 6.2

Contact Information: ([redacted])

Location: Well 7 Project Site, 11391 Larkin Road

The construction contract for the Well 7 project was awarded to T&S Construction in March of 2017. The project has faced several delays, of no fault of the contractor. Unfortunately due to the length of project delays, the original bid prices of several construction items as well as labor costs have increased. The original contract amount was $1,558,747. Change Order 6.2 represents design changes and escalation costs due to delays, and represents approximately a 5% increase over the original contract price.
Our Project Engineer West Yost, as well as our Project Managers Interwest Consulting Group, have both reviewed this change order and confirm it is fair and necessary.

Analysis: Staff recommends Council approve Well 7 Change Order 6.2 and authorize the City Manager to sign.

Fiscal Impacts: Sufficient contingency funds have been budgeted to the project to cover the additional costs in Change Order 6.2.

Recommendation: Approve Well 7 Change Order 6.2 and authorize the City Manager to sign.

Attachments:

PCO #6.2 (Escalation Costs).pdf

PROJECT ESTIMATE

Project: Well #7 Project Contractor:

T&S Construction

Owner: City of Live Oak

Date: 12/11/2019

ITE	DESCRIPTION		UNIT	QUANTI	Unit Cost	Total Cost
1	T&S Labor Increases		L	1.00	**$18,339.86**	**$18,339.86**
2	T&S Various Material Increases		L	1.00	**$12,252.16**	**$12,252.16**
3	Escalation of Pipe Materials (Pace		L	1.00	**$6,841.52**	**$6,841.52**
4	Fence Sub Contractor Increase		L	1.00	**$4,002.60**	**$4,002.60**
5	Electrical Sub Contractor Increase		L	1.00	**$15,995.70**	**$15,995.70**
6	Extra Cost for Filter System Expansion		L	1.00	**$14,125.66**	**$14,125.66**
						$71,557.4

ITE	DESCRIPTION		UNIT	QUANTI	LABOR	EQUIP	SUB'S	TRUCKIN	MATERIAL	TOTAL
1	T&S Labor Increases		L	1.00						
	As- bid labor ($159 ,477.00)		$159,477.00	10%	$15,947.70					
	SUB TOTALS				$15,947.7	$0.00	$0.00	$0.00	$0.0	$15,947.7
	UNIT COST=			15947						
					LABOR	EQUIP	SUB'S	TRUCKIN	MATERIA	TOTAL
				Mark-up	15	15	5	5	15	
				Mark-ups	$2.392.16	$0.00	$0.00	$0.00	$0.00	
				Total	$18.339.	$0.0	$0.0	$0.0	$0.0	**$18,339.8**

ITE	DESCRIPTION		UNIT	QUANTI	LABOR	EQUIP	SUB'S	TRUCKIN	MATERIAL	TOTAL
2	T&S Various Material Increases		L	1.00						
	As-bid Materials ($71,027.00)		$71,027.00	15%	$10,654.05					
	General 15 % Increase in Materials									
	SUB TOTALS				$10,654.05	$0.00	$0.00	$0.00	$0.0	$10,654.0
	UNIT COST=			10654						
					LABOR	EQUIP	SUB'S	TRUCKIN	MATERIA	TOTAL
				Mark-up	15	15	5	5	15	
				Mark-ups	$1.598.11	$0.00	$0.00	$0.00	$0.00	
				Total	$12.252.	$0.0	$0.0	$0.0	$0.0	**$12,252.1**

ITE	DESCRIPTION		UNIT	QUANTI	LABOR	EQUIP	SUB'S	TRUCKIN	MATERIAL	TOTAL

3	Escalation of Pipe Materials (Pace		L	1.00						
	Pace Materials (Bid Time)		$79,376.91	-1					-$85,131.74	
									$91,080.88	
	SUB TOTALS				$0.00	$0.00	$0.00	$0.00	$5,949.15	$5,949.1
	UNIT COST=			5949						
					LABOR	EQUIP	SUB'S	TRUCKIN	MATERIA	TOTAL
	Mark-up				15	15	5	5	15	
	Mark-ups				$0.00	$0.00	$0.00	$0.00	$892.37	
	Total				$0.	$0.0	$0.0	$0.0	$6.841.	$6,841.5

ITE	DESCRIPTION		UNIT	QUANTI	LABOR	EQUIP	SUB'S	TRUCKIN	MATERIAL	TOTAL
4	Fence Sub Contractor Increase		L	1.00						
	Fence Subcontractor(Bid Time)		$14,803.00	-1			-$14,803.00			
							$18,615.00			
	SUB TOTALS				$0.00	$0.00	$3,812.00	$0.00	$0.0	$3,812.00
	UNIT COST=			381						
					LABOR	EQUIP	SUB'S	TRUCKIN	MATERIA	TOTAL
	Mark-up				15	15	5	5	15	
	Mark-ups				$0.00	$0.00	$190.60	$0.00	$0.00	
	Total				$0.	$0.0	$4.002.	$0.0	$0.0	$4,002.60

ITE	DESCRIPTION		UNIT	QUANTI	LABOR	EQUIP	SUB'S	TRUCKIN	MATERIAL	TOTAL
5	Electrical Sub Contractor Increase		L	1.00						
	Electrical Subcontractor (Increases)		$15,234.00	1			$15,234.00			
	SUB TOTALS				$0.00	$0.00	$15,234.0	$0.00	$0.0	$15,234.0
	UNIT COST=			15234						
					LABOR	EQUIP	SUB'S	TRUCKIN	MATERIA	TOTAL
	Mark-up				15	15	5	5	15	
	Mark-ups				$0.00	$0.00	$761.70	$0.00	$0.00	
	Total				$0.	$0.0	$15.995.	$0.0	$0.0	$15,995.7

ITE	DESCRIPTION		UNIT	QUANTI	LABOR	EQUIP	SUB'S	TRUCKIN	MATERIAL	TOTAL
6	Extra Cost for Filter System Expansion		L	1.00						
	Expand Filter Pad									
	Equipment									
	Crew/Tool Truck		$25.30	8.0		202.				
	Backhoe		$56.38	4.0		225.				
	Labor									
	Foreman		$103.32	8.0	826.5					
	Operator		$99.14	4.0	396.5					
	Laborer		$70.39	16.0	1126.					
	Materials									
	Forms		$6.00	17.0					109.4	
	Rebar		$1.00	250.0					268.	
	Concrete		$125.00	3.0					402.	
					69				128.7	

Install Extra Filter Sections										
Equipment						202.40				
						225.52				
Crew/Tool Truck		$25.30	8.0							
				826.56						
Backhoe		$56.38	4.0	396.56						
				1126.24						
Labor										
Foreman		$103.32	8.0			101.20				
Operator		$99.14	4.0	413.28						
				563.12						
Laborer		$70.39	16.0							
								460.00		
Re-Handle Filters from City corp yard							1300.00			
Equipment										
Crew/Tool Truck		$25.30	4.0			202.40				
						260.00				
Labor										
				826.56						
Foreman		$103.32	4.0	396.56						
				1126 .24						
Laborer		$70.39	8.0							
									109.40	
Subs									214.50	
SUB TOTALS				$8, 024.48	$1,419.44	$1,300.00	$460.00	$1,232.3 0	$12,436 .22	
UNIT COST=			1 2436 .22							
				LABOR	EQUIP	SUB'S	TRUCKING	MATERIAL	TOTAL	
			Mar k-up %:	15%	15%	5%	5%	15%		
			Mark-ups	$1,203.67	$212.92	$65.00	$23.00	$184.85		
			Totals :	$9,228.1	$1,632.36	$1,365.0	$483.0	$1,417.15	**$14,125.66**	

RESOLUTION XX - 2019

A RESOLUTION OF THE CITY OF LIVE OAK, COUNTY OF SUTTER, STATE OF CALIFORNIA,

AMENDING THE CITY'S ANNUAL BUDGET FOR FISCAL YEAR 2019-20 FOR LOANING $350,000 FROM THE SEWER ENTERPRISE FUND TO THE WATER CONNECTION FUND

WHEREAS, the City Manager has prepared and submitted to the City Council a proposed budget for Fiscal Year 2019-20, starting July 1, 2019; and

WHEREAS, the City Council as the legislative body of the City has adopted the budget for Fiscal Year 2019-20 that authorizes certain disbursements and expenses to be made on behalf of the City; and

WHEREAS, the City Council has determined that it is necessary to amend such budget as deemed necessary for the efficient operation of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Live Oak as follows:

1. The City Council amends its budget by increasing appropriations in the Sewer Enterprise Fund 13 and Water Connection Fund 50:

   - Sewer Enterprise Fund 13: Increase Transfers to Other Funds by $350,000 for a 2 year loan at 2% to the Water Connection Fund;

   - Water Connection Fund 50: Increase contribution to the Well #7 project by $350,000 using the related loan from the Sewer Enterprise Fund (repayment will occur from future collection of water connection fees to be collected from new housing construction).

THE FOREGOING RESOLUTION of the City Council of the City of Live Oak was duly and regularly introduced, passed and adopted at a regular meeting of the City Council on the 4th day of December, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

[redacted]

ATTEST:

[redacted] City Clerk

SAFETY

Yuba City Unified School District
TRAFFIC SAFETY AT OUR SCHOOLS

SUMMARY

Pursuant to California Penal Code 925, the Sutter County Grand Jury (SCGJ) has the authority to investigate county, city, and local government entities. A grand juror brought up potential traffic and safety issues at Riverbend Elementary School (Riverbend) during peak volume pick up and drop off times. After observing pick up and drop off time periods at all eleven Yuba City Unified School District (YCUSD) elementary schools, the SCGJ looked more closely at two schools: Riverbend in Yuba City and Park Avenue Elementary (Park Avenue) due to significant problems observed. There were three areas of potential concern: established pick up/drop off procedures; student and driver behavior; and site conditions. The SCGJ interviewed school and district staff, parents, and the Yuba City police officer assigned as a school resources officer. The SCGJ reviewed relevant documents from the schools, district, and City of Yuba City.

BACKGROUND

The safety of all of our children is of vital concern at our local schools. Over time, children have been injured while going to or from their schools. YCUSD has seventeen schools in rural and urban areas with a combined enrollment of nearly 13,000 students ranging from pre-kindergarten through twelfth grade. District boundaries cover over 200 square miles. The oldest schools have buildings more than 70 years old, with "new" schools that are less than twenty years old.

Riverbend (Appendix 1), located at 302 Stewart Road, Yuba City, is a kindergarten through 8th grade school. It was opened in 2007. Student enrollment was approximately 1,171 during school year 2019-2020. Park Avenue (Appendix 2), 100 Morton Street, is a kindergarten through 5th grade elementary school. It is an older school dating back to at least 1949. It is located in the southeastern sector of Yuba City in a well-established neighborhood. As of 2019-2020 school year, it had a student enrollment of approximately 550 students.

METHODOLOGY

Tours & Visits:

- Yuba City Unified School District (YCUSD) Elementary Schools

Interviews:

- School Personnel
- Parents
- Yuba City Police Officer assigned as a school resource officer
- YCUSD Personnel

Research:

- Facilities Master Plan 2014 through 2024
- Yuba City Safe Routes to School Plan
- Agreement for Use of Motor-Vehicle Registration Surcharge Fees FRAQMD Agreement No. VF18-05 between City of Yuba City and Feather River Air Quality Management District FEB 25 2019
- Project Plans for School Crossing Improvements Projects for the City of Yuba City 3/21/19
- Letters to Parents from Riverbend and Park Avenue schools regarding pick up and drop off procedures.
- School diagrams and photographs.
- Yuba City Unified School District School Accountability Report Cards (SARC)

  Park Avenue https://www.sarconline.org/SarcPdfs/11/51714646053425.pdf

  Riverbend https://www.sarconline.org/SarcPdfs/11/51714640113134.pdf

DISCUSSION

The SCGJ observed the peak traffic pick up and drop off times at each YCUSD elementary school, then investigated Riverbend and Park Avenue. Each school sent a letter (Appendices 3 & 4) to parents regarding pickup and drop off procedures in their passenger loading zones. The letters identified problem behavior by drivers that affected wait times and safety.

In general, both schools had well marked and maintained loading areas on their campuses. Crossing guards assisted students to cross nearby streets while school staff assisted students within the loading zones. School staff did not wear a safety vest or other visible sign of their role to promote safety during pick up and drop off times, however, crossing guards did. Pavement markings were limited. At Riverbend, overgrown vegetation interfered with the line of sight, not only of drivers but of pedestrians as well, causing safety concerns (Picture 1). This was swiftly corrected within several weeks after discussion with district personnel.

SCGJ observed parent and student behavior that caused safety issues and extended the wait time for other drivers to pick up their children:

- Double parking in the street preventing other drivers from safely passing or initiating turn maneuvers. (Pictures 2 & 3).

- Parents encouraging children to cross roads outside of crosswalks;
- Older students assisting younger students to cross the street midblock, often in front of moving traffic or busses (Picture 4);
- Using No Parking zones for pickup and drop off of Riverbend students, in particular, on Garden Highway;
- Illegal use of handicap parking spaces (Picture 5);
- Sitting for lengthy periods of time in the school loading areas preventing other parents from picking up or dropping off their own children (Picture 6);
- Drivers initiating U-turns mid-block or at a 'No U-Turn' intersection (Stewart Road and Garden Highway);
- Unsafe conditions (double parking, stopping in traffic lanes blocking others, cutting other vehicles off), were not addressed by school personnel when observed.

Riverbend has limited street parking. Both sides of Garden Hwy adjacent to the school are posted no parking zones. There is no crosswalk mid-block near the school front despite children crossing to parents on opposite side of Stewart Road. There is no designated loading zone on Stewart Rd.

While at Park Avenue, we learned of a "WalkSacramento" site survey of Yuba City schools. These surveys were part of the development of the Yuba City 2020 Safe Routes to School Plan (SRTSP). Yuba City, YCUSD, and Caltrans worked together to have the report produced. Its goal is to promote more walking and biking to reduce emissions from vehicles, for health and exercise, and identifying safety problems along routes near schools. To make the SRTSP, preliminary data was gathered from various sources including site visits, surveys, and multiple meeting opportunities with staff, parents, and the public. The emphasis is on education and encouragement rather than enforcement regarding the benefits of safely biking and walking to and from school.

The Feather River Air Quality Management District (FRAQMD) received a grant through Blue Sky Program Funds for a School Crossing Improvement Project, and then worked with the City of Yuba City to identify funding for the local cost share and gain approval of the project. Following the installation of purchased Flashing Beacons at eight designated high visibility crosswalks near schools within the city, pedestrian and bicycle safety is expected to improve. Both these projects are designed to improve the safety of our children.

The SCGJ determined that parental behavior was the cause of the majority of the problems with pickups and drop offs but improved when observed by officers who could issue citations. A method to identify problem drivers causing severe safety problems is needed to provide education for those drivers before a tragedy occurs.

FINDINGS

F1. One designated pickup/drop off zone is insufficient for Riverbend's 1,000+ student population during peak volume times.

F2. Riverbend and Park Ave parents and students do not always comply with written pick up and drop off procedures.

F3. No mid-block crosswalk on Stewart Road in front of Riverbend, leads to pedestrian jaywalking.

F4. Drivers not following rules of the road create unsafe conditions.

F5. Driver compliance increased when a peace officer was present.

F6. Staff personnel did not address unsafe driver behavior.

F7. There is no procedure in place for parents to report unsafe drivers.

F8. School personnel did not wear identifying safety gear while guiding parents and students through loading & unloading areas.

F9. There was a significant lack of street signage and curb markings adjacent to schools.

F10. Riverbend Elementary School had overgrown vegetation obscured driver and pedestrian vision that created safety issues.

RECOMMENDATIONS

R1. YCUSD and the City of Yuba City work together to improve and expand pickup and drop off capability at Riverbend by December 2021.

R2. School staff use multiple methods to educate Riverbend & Park Avenue parents and students in safe pick up and drop off areas/zones by the start of the 2020/2021 school year.

R3. The educational staff design student programs to increase and promote traffic and pedestrian safety by the start of the 2020/2021 school year.

R4. A survey be conducted to add a mid-block crosswalk on Stewart Road in front of Riverbend by December 2021.

R5. Yuba City Police Department to increase periodic presence of a School Resource or Peace Officer as resources permit to deter unsafe behavior by drivers by start of 2020/2021 school year.

R6. School staff to create a procedure for a concerned driver or parents to report serious traffic safety issues at the schools by December 31, 2020.

R7. School staff to ensure all crossing guards, including school personnel, have adequate training and wear highly visible attire while monitoring pick up and drop off by start of 2020/2021 school year.

R8. City of Yuba City to maintain curb painting and have clearly distinguished "No Parking" areas on the public streets adjacent to the schools by start of the 2020/2021 school year.

R9. YCUSD to establish maintenance schedules for signage, curb and pavement markings, and overgrown vegetation on school premises by the start of 2020/2021 school year.

REQUIRED RESPONSES

Pursuant to Penal Code sections 933 and 933.05, the Sutter Grand Jury requests responses as follows:

From the following elected officials within 60 days:

- YCUSD Superintendent of Schools: F1 – F10 & R1 – R9

From the following governing bodies within 90 days:

- City Council Yuba City: F3, F4, F5, F9 & R4, R5, R8
- YCUSD Governing Board: F1 – F10 & R1 – R9

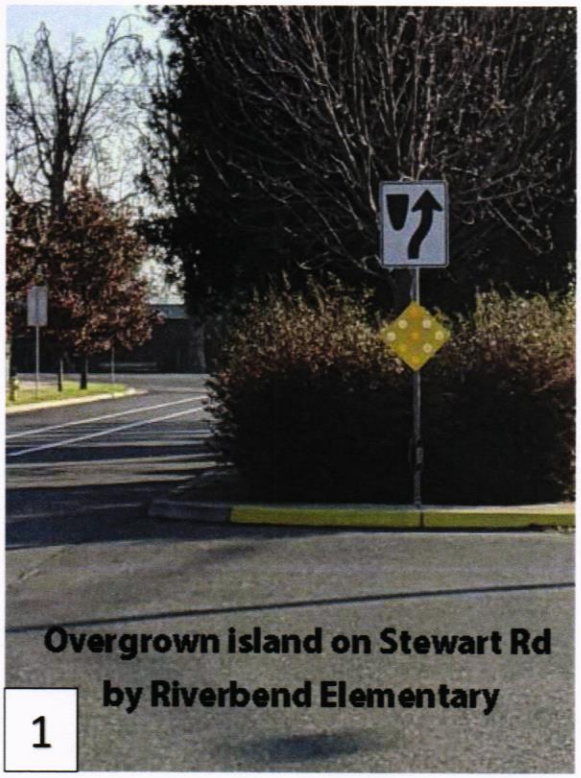
INVITED RESPONSES

- YCUSD Director of Facilities and Maintenance: F1, F3, F9, F10 & R1, R4, R9
- Yuba City Director of Public Works: F1, F3, F9, F10 & R4, R8
- Yuba City Police Chief: F3 – F5, F7 & R4 – R6

DISCLAIMER

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Riverbend Elementary Pictures



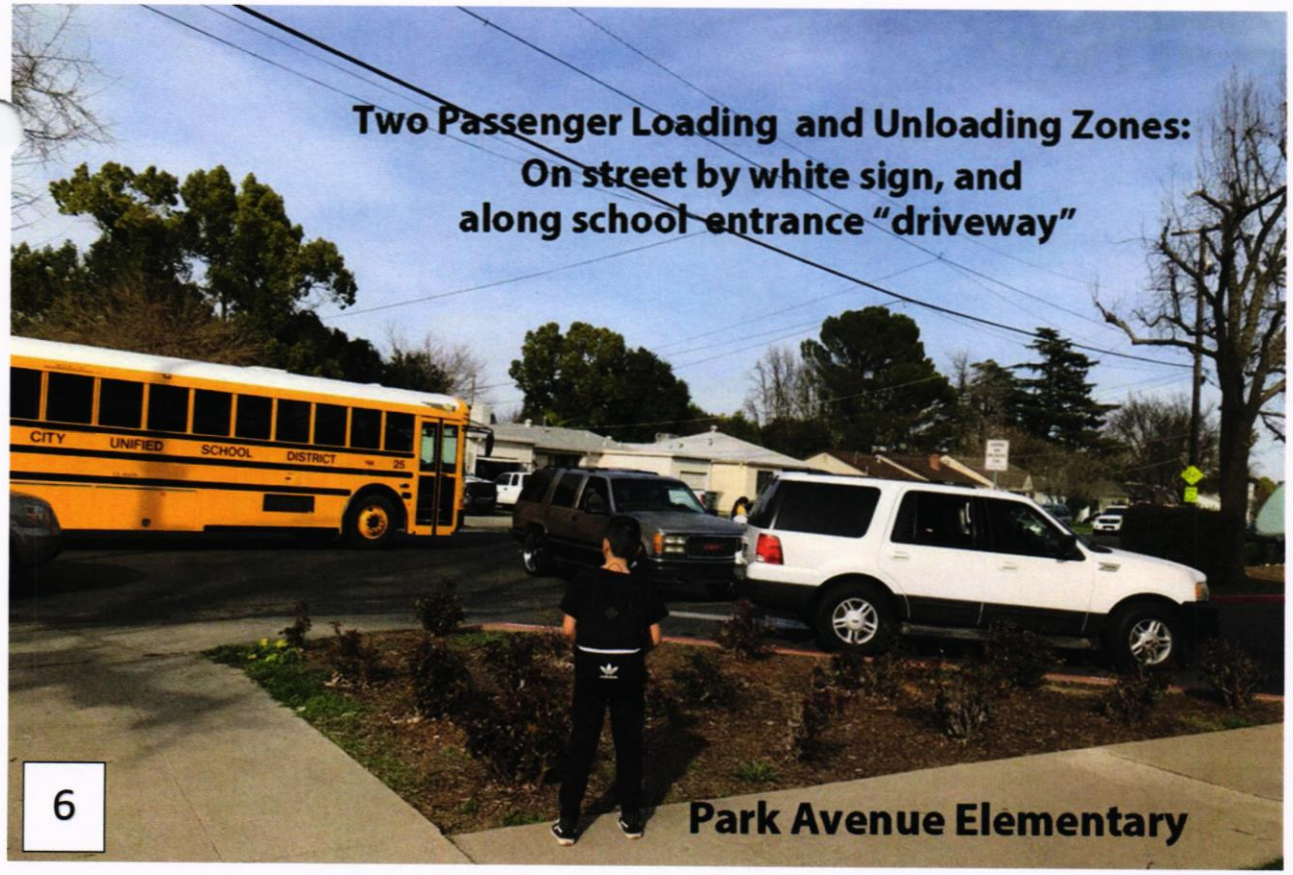



Crossing through island
Stewart Rd. at Riverbend
Double Parking
3


Students cross mid-block in traffic
by bus entrance
to Riverbend
4



PARK AVENUE PICTURES



Appendix 1



No mid-block crosswalk on Stewart Road



Site Safety and Circulation

Park Avenue Elementary School

Riverbend Elementary (K-8)
301 Stewart Road
Yuba City, California 95991 (530) 822-3100

August 13, 2019

Dear Riverbend Parents/Guardians:

We are continuing to work on improving Riverbend's drop-off and pick-up traffic flow. The morning time school front drive-thru is meant to be a drop-off only. Please do not park your vehicle in the student drop- off lane. Parents that need extended time to assist their student(s) are encouraged to park their vehicle in one of the many parking lot spaces or along Stewart Road. We have placed various traffic flow aides in specific parking lot/drive-thru locations after observation, feedback, and consultation with YCPD and YCUSD.

Students can arrive to school beginning at 7:30am. In regards to the morning drop-off vehicle traffic flow, it would be very helpful if students were prepared with all of their items and have finished all of their communications with parents prior to the point the vehicle stops for drop-off in the drive-thru lane. There have been numerous incidences where vehicles remain stationary in the drop-off lane for an extended period of time. These types of delays add to the vehicle traffic flow problems. Always continue to move your vehicle forward, let your student exit your vehicle, and then continue to move forward and exit the school parking lot.

Students crossing the parking lot without using the crosswalk creates a serious safety concern. Please remind your student to utilize the crosswalk whenever crossing into the parking lot. Our crosswalk personnel will also try to become more efficient while crossing students by waiting until there is a break in the traffic. Also, they will wait until they have a larger group of pedestrians instead of letting small groups cross, which in tum adds to the traffic back up in the drive-thru.

During the afternoon, the lane closest to the administration building and library (painted yellow) is meant for student pick-up. The farther lane (South) is meant as a vehicle drive-thru. It is difficult for drivers to see students crossing from the pick-up lane to the drive-thru lane.

Students are not allowed to be picked-up/dropped-off at the East gate along Garden Highway. That portion of Gar den Highway is labeled as a No Parking Zone by the City of Yuba City. Also, the Diamond Pointe Way gate is not meant to be used as a drop-off/pick-up point for parents using vehicles. The extra traffic is resulting in unneeded congestion in the neighborhood directly behind Riverbend. As a school, we strive to keep a positive working relationship with our school's neighbors. Handicap Parking spaces are not allowed to be entered or parked in without proper parking plates/decals. Also, vehicles are not allowed to double- park on any of the roadways in and around the school. Driver s need to follow all entering and exiting signs and blacktop painted information in our parking lot. YCPD has been made aware of these issues.

Plea se take a moment to discuss the importance of using proper pedestrian rules with your student. We are encouraging parents to be mindful of students, be courteous to other drivers, and abide by all vehicle safety laws. We are dedicated to student safety and would like to thank you for your help in this matter.

Sincerely,

[redacted]

Principal

Cc: [redacted]

Park Avenue Elementary School
Yuba City Unified School District
100 Morton Street, Yuba City, CA 95991
Phone (530)822-5265 Fax (530)822-5279

Home of the Panthers!

[redacted]
Principal

[redacted]
Assistant Principal

Dear Parents and Families,

Safety is a high priority at Park Avenue School. Cooperation following procedures in the parking lot and on the streets around Park Avenue helps us keep our students and families safe.

- Please direct students to use the sidewalk and not walk through the parking lot. Following this rule yourself sets a great example for our students;
- If you need to get out of your car to meet your student, please park on the street, not in the driveway;
- Have your student get into your car on the passenger side of the car so they are not walking into traffic areas;
- Use crosswalks and follow the crossing guards' directions; do not encourage students to cross in the middle of the street .
- Please park only in areas for indicated for parking. Red zones are for emergency vehicles only.

By working together, we can keep our students safe.

Sincerely,

[redacted]rincipal

GRAND JURY APPLICATION

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SUTTER
Civil Grand Jury Nomination/Application Form

Please print legibly in blue or black ink. This application form and more information are available online at www.suttercourts.com/general-info/grand-jury. Your response to the following questions will assist the Court in determining your eligibility and qualifications to serve on the Sutter County Grand Jury.

Name: First	Middle	Last
Home Phone:	Cell Phone:	Email:
Address: Street	City	Zip
Mailing Address: Street	City	Zip

1. Age: _____ Date of Birth: _____ Place of Birth: _____

How long have you lived in Sutter County? _____

Gender: ☐ Female ☐ Male

2a. Employment Status: ☐ Employed ☐ Not Employed ☐ Retired

Occupation: _____ Employer: _____
(if retired or unemployed, write in your former occupation and employer)

Education: (check highest level attained) ☐ High School ☐ College Grad ☐ Post Grad

2b. Additional Employment Questions:

Have you ever been an employed by Sutter County? ☐ Yes ☐ No

If yes, please state the agency: _____

Do you have any relatives employed by any local governmental entity within Sutter county? ☐ Yes ☐ No

If yes, state name, department, and relationship: _____

_____

Spouse's Employer: _____ Spouse's Occupation: _____

Have you ever been in the Military Service? ☐ Yes ☐ No

If yes, Branch: _____ Occupation: _____ Period Served: _____

2c. If employed, please verify with your employer that he/she will permit your participation as a member in the Civil Grand Jury for the **entire one-year period** that the jury is in session. **Participation on the Civil Grand Jury is strictly voluntary. Your employer is not obligated to provide you with the time or pay your salary to participate.**

Are you able and willing to commit to a minimum of 4-10 hours per week, both during and after business hours, from July 1st through June 30th to work for the Civil Grand Jury and its committees? ☐ Yes ☐ No

3. Do you have any physical or mental conditions that might limit your ability to perform the duties of a grand juror, which include prolonged walking, stair-climbing at site visits, prolonged sitting and standing, listening and concentrating during lengthy discussions, reading lengthy documents, etc.? ☐ Yes ☐ No

If you have a disability that would require a reasonable accommodation so that you can fully participate as a Civil Grand Juror, please describe the nature of the accommodation: _____

_____.

4. To serve on the Grand Jury, a person must meet the following requirements pursuant to Penal Code § 893:
   - Citizen of the United States;
   - 18 years of age or older;
   - Resident of the County of Sutter for at least one year immediately before being selected;
   - Possess natural faculties, ordinary intelligence, sound judgment, and fair character; and
   - Possess sufficient knowledge of the English language.

Do you qualify to serve based on the above requirements? ☐ Yes ☐ No

5. A person is not legally qualified to serve on the Grand Jury if any of the following apply:
   - The person is serving as a trial juror in any court of this state;
   - The person has been discharged as a grand juror in any court of this state within a year;
   - The person has been convicted of malfeasance in office or any felony or other high crime; or
   - The person is serving as an elected public officer.

Do you qualify to serve based on the above requirements? ☐ Yes ☐ No

6. Have you ever served as a member of the Civil Grand Jury? ☐ Yes ☐ No

If yes, state the county and year(s): _____

Please answer the following questions. You may attach additional sheet(s) if necessary.

7. Why do you want to be a Civil Grand Juror, and what contributions would you hope to make as a member?

8. Do you have any personal interest in the function of the Grand Jury or the subjects and matters of their investigations?

9. Are you on social media platforms? ☐ Yes ☐ No

If yes, which platform(s):

- ☐ Facebook
- ☐ Instagram
- ☐ Snapchat
- ☐ Other (specify): _____

How often do you post?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Other (specify): _____

I declare under penalty and perjury that the information provided is true and correct to the best of my knowledge.

Signature: _____ Date: _____

[3]

RECRUITMENT SURVEY INFORMATION

The California Rules of Court, rule 10.625, require the Court to request certain demographic data from Grand Jury applicants. The following information is not considered in the selection process and is used for statistical purposes only.

Race/Ethnicity:

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Hispanic or Latino
- ☐ White
- ☐ Black or African American
- ☐ Native Hawaiian or Pacific Islander
- ☐ Other Race or Ethnicity. Please Specify: _____
- ☐ Decline to Answer

Complete and Return to:

Sutter Superior Court
Office of the Jury Commissioner
1175 Civil Center Blvd
Yuba City, CA 95993

[4]

City of Live Oak
Report to City Council

Meeting Date: September 2, 2020

Title: Proposed Operating Budget for Fiscal Year (FY) 2020-21

Contact Information: Joe Aguilar, Finance Director

Background: On behalf of the City's management, attached you will find the revised Proposed Budget for Fiscal Year 2020-21. The budget totals $18.7 million of which $10.9 million is for operations and $7.8 million for capital projects. The budget reflects the policies, goals, programs and service priorities the City Council is committed to providing the residents of Live Oak. Since August 19, staff has made some adjustments to the last draft of the budget. Attached you will find a one-page listing of those changes (see Exhibit 1).

Big projects slated for FY 2020-21 include:
*$4.8 million for a new Well #8 and water storage tank
*$477,000 of additional road money for the Highway 99 widening project
*$960,000 for the "P" Street Lift Station
*$750,000 for the sewer plant solar project

The operating portion of the budget for 2020-21 continues as a status quo budget. The budget does not contain any requests for additional staff positions nor new programs. The operational budget works to strengthen staff work at improving and refining the City's facilities and community programs. We remain mindful of the need to use great care with the tax dollars entrusted to us. The General Fund portion of the budget shows expenditures exceeding revenues by $246,054 with the balance covered by cash reserves. The proposed General Fund spending is estimated at about $3.6 million for FY 2020-21 and we expect to be holding $4.2 million in cash reserves after concluding the upcoming year.

The proposed budget does not include any funding earmarks for COVID-19 efforts. The City has been allocated $113,000 from federal and state resources for COVID-19 expenses. City staff will be bringing forward an agenda item in the few weeks to cover the discussions on the use of this funding. There are several policy and funding issues surrounding the use of the money.

The largest General Fund expenditures continue in the areas of public safety.

Fire service costs began to level out in the prior year and for FY 2020-21 contains our third lease payment on our new fire engine which was delivered in 2018. This past year, Sutter County was able to nearly staff all of the patrol personnel for the City contract ans the budget reflects full funding our police service contract.

The budget repeats an earmarking money to rehabilitate and replace out "P" Street Lift Station. The lift station is over 50 years old and is significantly under capacity. This item is the most expensive feature of our sewer system outside the treatment plant. The Sewer Fund also budgeted funds for the design and construction of the sewer plant solar project. The State is providing funding for 2/3 of the project with the City covering the last third. There are also small capital items scattered throughout the budget for building and facility repairs and upgrades.

The City will continue to set aside funding and keep idle cash reserves for public improvements to be done on conjunction with the Highway 99 street widening. PG&E is nearing completion of the utility undergrounding and the main portion of the $28 million highway project is now underway. We expect the entire highway project to be completed in three years.

Your management remains proud of the services offered to the residents of Live Oak by a small and dedicated workforce. Live Oak employees provide exemplary service on a daily basis. The accompanying pages summarize our projected revenue and expenditures for the various City of Live Oak funds that compromise the budget. On behalf of our entire team, we are honored to serve the residents of the City of Live Oak and appreciate the ongoing support of the City Council.

Recommendation: Adopt resolution.

Attachments:

Exhibit 1
Resolution
Copy of Salary_Schedule_-_Non-Represented_9-2-20 v2.xlsx
Ex 2 Reso Employee Pay Rate Nov 2018 Local 1
Budget Proposed FY 2020-21

City of Live Oak
Budget Fiscal Year 2020-21
Adjustments to Proposed Budget

General Fund (10)	**Revenue Estimates**	
Acct 4135 Building Permits	Expecting faster building activity	Increase $20,000
Acct 4136 Plan Review Fees	Expecting faster building activity	Increase $10,000
Acct 4207 Youth Basketball Fees	Reflects limited program	Increase $2700
Acct 4209 Adult Basketball Fees	Reflects limited program	Increase $1000
Acct 4213 Recreation Fees Other	reflects some spring programs	Increase $400
Acct 4214 Youth Soccer fees	reflects full season in Spring	Increase $11,000
	Expenditures	
City Council 1000		
Acct 5003 Salaries	less overlapping stipends	decrease $1501
Administration 1005		
Acct 5003 Salaries	expecting less salary savings	increase $13,500
Acct 5025 health Insurance	identified greater insurance cost	increase $7700
Building Inspection 1020		
Acct 5003 Salaries Permanent	expecting less salary savings	increase $14,000
Recreation 1035		
Acct 5357 Youth Basketball	reflects smaller program	reduce $1300
Acct 5372 Adult Soccer	reflects smaller program	reduce $1000
Sewer Connection (51)	**Expenditures**	
Acct 5703 Capital Projects	match available resources	decrease $200,000
Drainage Connection (52)	**Expenditures**	
Acct 5703 Capital Projects	match available resources	decrease $25,000
CDBG Capital Projects (67)	**Expenditures**	
Transfers Program Income	Duplicate line for water main	decrease $550,000
CDBG Housing (90)	**Revenue Estimates**	
Acct 4903 Program Income	Reflects greater activity	Increase $70,000
	Expenditures	
Acct 6003 Activity Delivery	Reflects greater activity	Increase $70,000
HOME Program Income (92)	**Revenue Estimates**	
Acct 4975 Program Income	Reflects greater activity	Increase $50,000
	Expenditures	
Acct 6010 Eligible Housing Activities	Reflects greater activity	Increase $50,000

Resolution No.

RESOLUTION OF THE CITY OF LIVE OAK, COUNTY OF SUTTER, STATE OF CALIFORNIA, ADOPTING THE CITY ANNUAL BUDGET AND BUDGET POLICIES OF THE CITY FOR THE 2020-21 FISCAL YEAR

WHEREAS, the City Manager has prepared and submitted to the City Council a proposed budget for the 2020-21 fiscal year, starting July 1, 2020; and

WHEREAS, the City Council as the legislative body of the City has received and modified this proposed budget and budget policies; and

WHEREAS, the City Council has determined that it is necessary for the efficient management of the City that certain sums of revenue of the City be appropriated to the various departments, offices, agencies and activities of the City; and

WHEREAS, the City Council has adopted a budget policy (2017) that sets forth the various directives and controls for the City's budget and cash reserves.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Live Oak as follows:

Section 1. A certain document on file being marked and designated "City of Live Oak – Annual Budget – Fiscal Year 2020-21" said document as prepared by the City Manager, amended by the City Council, is hereby adopted for the Fiscal Year, commencing July 1, 2020.

Section 2. The following sums of money are hereby appropriated from the City of Live Oak including transfers and capital projects during the 2020-21 Fiscal Year.

General Fund	$ 3,665,154
All Other Funds	15,080,338
Total Budget	$ 18,745,492

Section 3. The City also establishes various salary ranges for full-time positions for the City as noted by the attached two exhibits for unrepresented positions and positions covered by the agreement with the Local 1 Union.

PASSED AND ADOPTED by the City Council of the City of Live Oak this 2nd day of September, 2020, by the following vote:

AYES:
NOES:
ABSENT:
NOT VOTING:

APPROVED:

ATTEST:

Bob Woten, Mayor

Clarissa Menchaca, City Clerk

City of Live Oak

Salary Control Points AS of 01/23/2018

Classification		Point A	Point B	Point C	Pay for Performance
City Manager	Yr.	*determined by City Council approved contract*			
	Mo.				
	Hr.				
City Clerk	Yr.	55,240.50	63,526.58	73,055.56	84,013.90
	Mo.	4,603.38	5,293.88	6,088	7,001.16
	Hr.	26.558	30.542	35.123	40.391
Finance Director/Asistants City Manager	Yr.	87,195.20	100,274.48	115,315.65	132,613.00
	Mo.	7,266.27	8,256.21	9,609.64	11,051.08
	Hr.	41.921	48.209	55.440	63.756
Executive Assistant to City Manager	Yr.	46,653.50	53,651.53	61,699.26	70,954.15
	Mo.	3,887.79	4,470.96	5,141.61	5,912.85
	Hr.	22.430	25.794	29.663	34.113
Community Development Director	Yr.	66,971.22	77,016.90	88,569.44	101,854.85
	Mo.	5,580.94	6,418.08	7,380.79	8,487.90
	Hr.	32.198	37.027	42.581	48.969
Building Official	Yr.	58,244.27	66,980.92	77,028.06	88,582.27
	Mo.	4,853.69	5,581.74	6,419.01	7,381.86
	Hr.	28.002	32.202	37.033	42.588
Public Works Director	Yr.	66,971.22	77,016.90	88,569.44	101,854.85
	Mo.	5,580.94	6,418.08	7,380.79	8,474.90
	Hr.	32.198	37.027	42.581	48.969
Parks & Recreation Director	Yr.	66,971.22	77,016.90	88,569.44	101,854.85
	Mo.	5,580.94	6,418.08	7,380.79	8,474.90
	Hr.	32.198	37.027	42.581	48.969
Management Analyst	Yr.	55,240.50	63,526.58	73,055.56	84,013.90
	Mo.	4,603.38	5,293.88	6,087.96	7,001.16
	Hr.	26.558	30.542	35.123	40.391

City of Live Oak — Local 1 Labor Agreement Approved 11/7/18

Salary Control Points Change the salary amounts in column F, all others cells calculate based upon control

Classification		Point A	Point B	Point C	Point D	Point E	Point F
Financial Analyst	Yr.	$48,941.61	$51,517.48	$54,228.93	$57,083.08	$60,087.45	$63,249.95
	Mo.	$4,078.47	$4,293.12	$4,519.08	$4,756.92	$5,007.29	$5,270.83
	Hr.	$23.53	$24.77	$26.07	$27.44	$28.89	$30.41
Senior Administrative Assistant, Confidential	Yr.	$40,838.07	$42,987.44	$45,249.94	$47,631.51	$50,138.44	$52,777.30
	Mo.	$3,403.17	$3,582.29	$3,770.83	$3,969.29	$4,178.20	$4,398.11
	Hr.	$19.63	$20.67	$21.76	$22.90	$24.11	$25.37
Senior Administrative Assistant	Yr.	$40,838.07	$42,987.44	$45,249.94	$47,631.51	$50,138.44	$52,777.30
	Mo.	$3,403.17	$3,582.29	$3,770.83	$3,969.29	$4,178.20	$4,398.11
	Hr.	$19.63	$20.67	$21.76	$22.90	$24.11	$25.37
Administrative Assistant Financial Services	Yr.	$37,138.82	$39,093.50	$41,151.05	$43,316.90	$45,596.73	$47,996.56
	Mo.	$3,094.90	$3,257.79	$3,429.25	$3,609.74	$3,799.72	$3,999.71
	Hr.	$17.85	$18.79	$19.78	$20.83	$21.92	$23.08
Administrative Assistant Public Services	Yr.	$31,329.64	$32,978.57	$34,714.28	$36,541.35	$38,464.58	$40,489.03
	Mo.	$2,610.81	$2,748.22	$2,892.86	$3,045.12	$3,205.39	$3,374.09
	Hr.	$15.06	$15.86	$16.69	$17.57	$18.49	$19.47
Building Inspector Code Enforcement Officer II	Yr.	$54,141.78	$56,991.34	$59,990.89	$63,148.30	$66,471.90	$69,970.42
	Mo.	$4,511.82	$4,749.28	$4,999.24	$5,262.36	$5,539.33	$5,830.87
	Hr.	$26.03	$27.40	$28.84	$30.36	$31.96	$33.64
Building Inspector Code Enforcement Officer I	Yr.	$50,599.76	$53,262.91	$56,066.22	$59,017.07	$62,123.24	$65,392.88
	Mo.	$4,216.65	$4,438.58	$4,672.19	$4,918.09	$5,176.94	$5,449.41
	Hr.	$24.33	$25.61	$26.96	$28.37	$29.87	$31.44

Management Analyst	Yr.	$65,008.35	$68,429.85	$72,031.42	$75,822.54	$79,813.21	$84,013.90
	Mo.	$5,417.36	$5,702.49	$6,002.62	$6,318.55	$6,651.10	$7,001.16
	Hr.	$31.25	$32.90	$34.63	$36.45	$38.37	$40.39
Lead Water & Wastewater Treatment Plant Operator	Yr.	$71,491.84	$75,254.57	$79,215.34	$83,384.57	$87,773.23	$92,392.87
	Mo.	$5,953.59	$6,266.94	$6,596.78	$6,943.98	$7,309.45	$7,694.16
	Hr.	$34.37	$36.18	$38.08	$40.09	$42.20	$44.42
Water & Wastewater Treatment Plant Operator III	Yr.	$63,548.31	$66,892.95	$70,413.64	$74,119.62	$78,020.65	$82,127.00
	Mo.	$5,295.69	$5,574.42	$5,867.81	$6,176.64	$6,501.72	$6,843.92
	Hr.	$30.55	$32.16	$33.85	$35.63	$37.51	$39.48
Water & Wastewater Treatment Plant Operator II	Yr.	$47,503.69	$50,003.88	$52,635.67	$55,405.96	$58,322.07	$61,391.65
	Mo.	$3,958.64	$4,166.99	$4,386.30	$4,617.16	$4,860.17	$5,115.97
	Hr.	$22.84	$24.04	$25.31	$26.64	$28.04	$29.52
Water & Wastewater Treatment Plant Operator I	Yr.	$43,184.74	$45,457.62	$47,850.12	$50,368.55	$53,019.53	$55,810.03
	Mo.	$3,598.73	$3,788.14	$3,987.51	$4,197.38	$4,418.30	$4,650.84
	Hr.	$20.76	$21.85	$23.01	$24.22	$25.49	$26.83
Maintenance Worker III	Yr.	$43,246.31	$45,522.43	$47,918.35	$50,440.36	$53,095.12	$55,889.60
	Mo.	$3,603.86	$3,793.54	$3,993.20	$4,203.37	$4,424.60	$4,657.47
	Hr.	$20.79	$21.89	$23.04	$24.25	$25.53	$26.87
Maintenance Worker II	Yr.	$39,705.49	$41,795.25	$43,995.00	$46,310.52	$48,747.92	$51,313.60
	Mo.	$3,308.79	$3,482.93	$3,666.25	$3,859.21	$4,062.32	$4,276.13
	Hr.	$19.09	$20.09	$21.15	$22.26	$23.44	$24.67
Maintenance Worker I	Yr.	$35,842.77	$37,729.23	$39,714.98	$41,805.24	$44,005.52	$46,321.60
	Mo.	$2,986.90	$3,144.10	$3,309.58	$3,483.77	$3,667.12	$3,860.13
	Hr.	$17.23	$18.14	$19.09	$20.10	$21.16	$22.27

Maintenance Worker	Yr.	$29,442.95	$30,992.57	$32,623.76	$34,340.80	$36,148.21	$38,050.75
	Mo.	$2,453.58	$2,582.72	$2,718.65	$2,861.74	$3,012.36	$3,170.90
	Hr.	$14.16	$14.90	$15.68	$16.51	$17.38	$18.29
Park Maint. Worker III	Yr.	$43,246.31	$45,522.43	$47,918.35	$50,440.36	$53,095.12	$55,889.60
	Mo.	$3,603.86	$3,793.54	$3,993.20	$4,203.37	$4,424.60	$4,657.47
	Hr.	$20.79	$21.89	$23.04	$24.25	$25.53	$26.87
Park Maint. Worker II	Yr.	$39,705.49	$41,795.25	$43,995.00	$46,310.52	$48,747.92	$51,313.60
	Mo.	$3,308.79	$3,482.93	$3,666.25	$3,859.21	$4,062.32	$4,276.13
	Hr.	$19.09	$20.09	$21.15	$22.26	$23.44	$24.67
Park Maint. Worker I	Yr.	$35,842.77	$37,729.23	$39,714.98	$41,805.24	$44,005.52	$46,321.60
	Mo.	$2,986.90	$3,144.10	$3,309.58	$3,483.77	$3,667.12	$3,860.13
	Hr.	$17.23	$18.14	$19.09	$20.10	$21.16	$22.27
Recreation Supervisor	Yr.	$40,838.07	$42,987.44	$45,249.94	$47,631.51	$50,138.44	$52,777.30
	Mo.	$3,403.17	$3,582.29	$3,770.83	$3,969.29	$4,178.20	$4,398.11
	Hr.	$19.63	$20.67	$21.76	$22.90	$24.11	$25.37

LIVE OAK

CALIFORNIA

Fiscal Year 2020-21

Proposed Budget

September 2, 2020

Elected Officials

Mayor	*Bob Woten*
Vice-Mayor	*Luis Hernandez*
Councilmember	*Lakhvir S. Ghag*
Councilmember	*J.R. Thiara*
Councilmember	*Aleksandar M. Tica*

Submitted by

City Manager	*Aaron Palmer*
Finance Director (Consultant)	*Joe Aguilar*

LIVE OAK
CALIFORNIA

Proposed Budget

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LIVE OAK
CALIFORNIA

September 2, 2020

TO: The Honorable Mayor and Members of the City Council

FROM: Aaron Palmer, Interim City Manager
Joe Aguilar, Finance Director

SUBJECT: Budget Message for Proposed Fiscal Year 2020-21

On behalf of the City's management, attached you will find the revised Proposed Budget for Fiscal Year 2020-21. The Budget totals $18.7 million of which $10.9 million is for operations and $7.8 million for capital projects. The Budget reflects the policies, goals, programs and service priorities the City Council is committed to providing the residents of Live Oak. Since August 19, staff has made some adjustments to the last draft of the budget. Attached you will find a one-page listing of those changes (see exhibit).

Big projects slated for FY 2020-21 include:

- $4.8 million for a new Well #8 and water storage tank
- $477,000 of additional road money for the Highway 99 widening project
- $960,000 for the "P" Street Lift Station
- $750,000 for the sewer plant solar project

The operating portion of the budget for 2020-21 continues as a status quo budget. The budget does not contain any requests for additional staff positions nor new programs. The operational budget works to strengthen staff work at improving and refining the city's facilities and community programs. We remain mindful of the need to use great care with the tax dollars entrusted to us. The General Fund portion of the budget shows expenditures exceeding revenues by $246,054 with the balance covered by cash reserves. The proposed General Fund spending is estimated at about $3.6 million for FY 2020-21 and we expect to be holding $4.2 million in cash reserves after concluding the upcoming year.

The proposed budget does not include any funding earmarks for COVIT-19 efforts. The City has been allocated $113,000 from federal and state resources for COVIT-19 expenses. City staff will be bringing forward an agenda item in the few weeks to cover the discussions on the use of this funding. There are several policy and funding issues surrounding the use of the money.

The largest General Fund expenditures continue in the areas of public safety. Fire service costs began to level out in the prior year and for Fiscal Year 2020-21 contains our 3rd lease payment on our new fire engine which was delivered in 2018. This past year Sutter County was able to nearly staff all of the patrol personnel for the City contract and the budget reflects full funding our police service contract

The budget repeats an earmarking money to rehabilitate and replace our "P" Street Lift Station. The lift station is over 50 years old and is significantly under capacity. This item is the most expensive feature of

our sewer system outside the treatment plan. The Sewer Fund also budgeted funds for the design and construction of the sewer plant solar project. The State is providing funding for 2/3's of the project with the City covering the last third. There are also small capital items scattered throughout the budget for building and facility repairs and upgrades.

The City will continue to set aside funding and keep idle cash reserves for public improvements to be done in conjunction with the Highway 99 street widening. PG&E is nearing completion of the utility undergrounding and the main portion of the $28 million highway project is now underway. We expect the entire highway project to be completed in three years.

Your management remains proud of the services offered to the residents of Live Oak by a small and dedicated workforce. Live Oak employees provide exemplary service on a daily basis. The accompanying pages summarize our projected revenue and expenditures for the various City of Live Oak funds that comprise the Budget. On behalf of our entire team, we are honored to serve the residents of the City of Live Oak and appreciate the ongoing support of the City Council.

Respectfully Submitted,

Aaron Palmer, City Manager
Joe Aguilar, Finance Director

Fiscal Year 2020-21

Fund Balance Summary By Fund



Fund #	Fund Name	Projected Fund Balance 6/30/2019	Estimated Revenues FY2019-20	Resources Available FY2019-20	Projected Spending FY2019-20	Estimated Fund Balance 6/30/2020
10	General Fund	$ 4,489,443	$ 3,419,100	$ 7,908,543	$ 3,665,154	$ 4,243,389
12	*Water Enterprise	(61,784)	925,500	863,716	1,128,729	(265,013)
13	*Sewer Enterprise	4,118,230	2,397,200	6,515,430	4,087,718	2,427,712
14	Streets - Gas Tax	496,672	376,039	872,711	427,948	444,763
15	TDA Transportation Tax	423,112	395,000	818,112	386,800	431,312
17	COPS	364,116	103,000	467,116	145,000	322,116
18	Sidewalk Improvement	17,999	200	18,199	17,500	699
20	Street Lighting	48,642	56,964	105,606	61,700	43,906
21	CFD 92-1 Mello Roos	97,175	130,900	228,075	130,700	97,375
22	Fire Assessment	32,367	127,476	159,843	167,400	(7,557)
23	Fire CFD 2004-1	7,544	113,300	120,844	96,000	24,844
24	Police CFD 2004-1	22,744	307,600	330,344	304,300	26,044
25	Animal Control CFD 2004-1	1,269	17,820	19,089	15,700	3,389
26	Street Lighting CFD 2004-1	(21,372)	18,400	(2,972)	27,500	(30,472)
27	Rec/Pool CFD 2004-1	24,148	140,500	164,648	116,700	47,948
28	Drainage CFD 2004-1	137,655	19,400	157,055	117,600	39,455
30	Parks AB1600	43,270	106,000	149,270	60,000	89,270
31	Community Ctr AB1600	236,991	29,556	266,547	235,000	31,547
32	Gov't Serv PW AB1600	32,011	20,900	52,911	31,000	21,911
33	Gen Gov't AB1600	369,888	38,900	408,788	365,000	43,788
34	Police AB1600	174,182	20,900	195,082	172,000	23,082
35	Fire AB1600	150,033	56,730	206,763	148,000	58,763
36	Roads/Signals AB1600	160,519	99,300	259,819	112,000	147,819
39	Flood Control AB1600	2,080	0	2,080	2,043	37
50	Water Connection Fees	552,458	245,300	797,758	449,000	348,758
51	Sewer Connection Fees	324,222	289,456	613,678	610,000	3,678
52	Drainage Connection Fees	4,278	126,832	131,110	131,000	110
XX	Grants Capital Projects	399,547	5,350,000	5,749,547	5,350,000	399,547
90	CDBG HR Program Income	646	90,500	91,146	90,500	0
92	HOME Housing Grajnts	723	93,500	94,223	93,500	723
		$ 12,648,808	**$ 15,116,273**	**$ 27,765,081**	**$ 18,745,492**	**$ 9,018,943**

* Fund Balance amounts shown for Water and Sewer Enterprise Funds represent cash held by that fund.

POSITION ALLOCATION
FISCAL YEAR 2020-21

LIVE OAK
CALIFORNIA

Authorized Full-time Positions

Administration:	
City Manager	1
City Clerk	1
Management Analyst	1
Finance:	
Management Analyst	1
Financial Analyst	1
Senior Administrative Assistant	1
Admin Assistant - Financial Services	1
Parks & Recreation:	
Parks & Recreation Director	1
Recreation Supervisor	1
Facility Maintenance Worker - I / II / III	3
Public Works & Utilities:	
Public Wokrks Director	1
Chief Plant Operator	1
Water Quality Operator Level 3	3
Facility Maintenance Worker - I / II / III	4
Planning & Building Inspection:	
Chief Building Official	1
Management Analyst	1
Subtotal	23

Elected/Appointed	
Council:	
Mayor	1
Vice-Mayor	1
City Council Member	3
City Clerk	1
City Treasurer	1

Part Time and/or Temporary Employees	
Administration/Finance:	
Interns	1
Parks & Recreation:	
Maintenance Worker	2
Administrative Assistant	2
Referees	25
Coaches/Instructors	50
Pool Manager	1
Lifeguards	18
Streets/Public Works:	
Administrative Assistant	1
Maintenance Worker	4

LIVE OAK
CALIFORNIA

City of Live Oak
General Fund 10
Budget Fiscal Year 2020-21

Dept #	Department	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
1000	City Council	91,941	102,600	82,659	110,299	118,142
1005	Administration	452,716	256,200	314,108	344,179	283,406
1010	Finance Services	207,915	268,100	211,566	232,039	280,633
1060	City Attorney	75,110	65,400	48,547	61,260	69,500
1065	Economic Development	22,080	527,800	13,074	13,074	23,500
1045	Fire Services	1,202,888	641,462	679,486	602,913	626,362
1050	Police Services	760,131	735,200	873,345	792,125	805,200
1055	Animal Control Services	111,628	99,800	150,565	104,287	111,050
1015	Community Development	196,523	355,300	213,032	251,769	242,833
1020	Building Inspection	186,340	167,800	175,574	190,310	202,607
1025	Engineering	39,840	16,700	11,293	17,722	20,350
1030	Parks Operations	200,306	339,800	324,962	326,814	447,363
1035	Recreation Services	247,779	319,600	271,800	273,620	263,690
1040	Pool Operations	78,404	100,700	87,528	70,786	64,146
1032	Facility Maintenance	101,793	55,400	96,444	104,552	106,372
	Subtotals	3,975,394	4,051,862	3,553,983	3,495,749	3,665,154
	Total General Fund Revenues	3,731,448	3,866,600	2,330,481	3,314,871	3,419,100
	Revenues Over Expenditures	(243,946)	(185,262)	(1,223,502)	(180,878)	(246,054)

City of Live Oak
General Fund 10
Revenue Estimates

	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	GENERAL FUND REVENUES					
4101	Secured Property Taxes	649,914	750,400	386,966	660,912	674,000
4103	Unsecured Property Taxes	34,055	36,700	33,961	36,026	36,700
4107	Homeowners Exemption	6,909	7,200	3,444	7,100	7,200
4111	Property Tax In Lieu Veh Fees	889,435	889,400	494,560	989,121	1,090,000
4113	General Sales and Use Tax	394,402	407,000	266,209	350,000	255,000
4115	Prop 172 Sales Tax	33,104	39,200	25,303	33,500	21,500
4119	Prior Year Taxes	260,919	0	0	-	0
4120	Property Tax Other	46,121	29,000	0	22,270	22,700
4137	Excise Tax	198,170	36,000	113,638	120,500	142,800
	Total Taxes	2,513,028	2,194,900	1,324,081	2,219,429	2,249,900
4131	Business License	40,217	42,000	38,271	39,500	40,000
4132	State Required Fees	629	1,700	596	600	700
4134	Plan Check, Eng & Planning	24,081	100	0	1,000	1,000
4135	Building Permit Fees	261,860	115,000	167,987	172,000	195,000
4136	Plan Review Fees Building	50,344	52,000	41,495	42,000	55,000
4139	SMIP Fees	143	0	271	300	300
4140	CA Bldg Standards Commission	108	0	143	150	200
4141	Plan Retention Fees	2,258	2,300	2,881	2,900	3,000
4143	Variance Use Permit Fees	15,310	16,000	24,450	25,000	20,000
4145	Code Enforcement Fees	60,204	2,000	11,754	11,754	5,000
	Total Licenses, Fees, Permits	455,154	231,100	287,847	295,204	320,200
4147	PG&E Franchise Fee	60,204	65,800	64,806	64,806	67,000
4149	Cable TV Franchise Fee	59,312	47,700	38,313	46,000	46,000
4151	Recology Franchise	113,285	93,200	87,926	105,000	109,000
4152	Recology General Maint.	0	10,500	8,895	10,500	14,000
	Total Franchise Fees	232,800	217,200	199,940	226,306	236,000
4119	Property Transfer Tax	18,946	18,000	19,797	22,000	23,000
4123	VLF Motor Vehicle In Lieu	4,425	4,300	6,996	6,996	5,000
4125	State Mandated Cost Reimb	0	500	0	0	300
4127	Vehicle Code Fines	2,594	5,000	1,239	2,000	2,000
4128	City Fines	0	0	0	0	12,000
4129	Fish and Game	365	0	177	384	400
	Total Intergovernmental	26,329	27,800	28,209	31,380	42,700

	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	GENERAL FUND REVENUES cont.					
4155	Copies	5	100	72	100	100
4157	Caltrans Reimbursement	1,467	2,200	1,222	2,400	2,400
4159	Fire Department Rent	0	1,200	0	-	-
4165	Administrative Fee	28,292	32,000	23,275	23,275	12,000
4201	Swimming Pool Fees	10,313	9,700	4,075	4,075	4,000
4203	Recreation Special Events	3,134	4,100	4,059	4,059	2,000
4205	Swim Lessons/Fees	4,756	4,900	895	895	1,000
4207	Youth Basketball	4,281	5,800	5,715	2,715	2,700
4209	Mens Basketball	6,981	5,900	0	0	1,000
4211	Adult Aerobic Classes	1,240	1,500	660	660	700
4212	Adult Soccer	7,054	6,400	3,925	3,925	4,000
4213	Recreation Fees Other	480	100	0	0	400
4214	Youth Soccer	11,976	10,400	11,155	11,155	11,000
4216	Wrestling Program	2,728	4,200	3,627	3,627	0
4219	Scholarship Program	3,400	7,000	1,100	1,500	3,400
	Total Charges for Services	86,106	95,500	59,780	58,386	44,700
4169	Interest Earnings	104,330	67,000	79,031	95,000	60,000
	Total Use of Money	104,330	67,000	79,031	95,000	60,000
4161	Rents & Royalties	63,355	49,200	52,065	55,000	45,000
4167	Miscellaneous Income	20,151	100,000	36,123	36,123	40,000
4171	Sale of Fixed Assets	(4,558)	3,000	-	-	500
4173	Cash Over/Short	26		43	43	100
	Land Sales-Surplus Parcels	0	500,000	0	0	0
4601	SACOG Grant	0	50,000	0	0	50,000
	Total Other Revenues	78,974	702,200	88,231	91,166	135,600
4303	Legal Cost Transfer	55,823	69,700	32,990	40,000	65,000
4305	Finance Cost Transfer	104,200	120,800	97,925	108,000	112,000
4309	General Govt Cost Transfer	70,401	123,600	123,601	133,000	135,000
4311	Engineering Cost Transfer	4,301	16,800	8,846	17,000	18,000
	Total Revenue Transfers	234,725	330,900	263,362	298,000	330,000
	TOTAL GENERAL FUND	**3,731,448**	**3,866,600**	**2,330,481**	**3,314,871**	**3,419,100**

CITY OF LIVE OAK
CITY COUNCIL 1000

MISSION

To adopt legislation, provide direction to the administration of the City and promote the best interests of the community locally and with other governmental agencies

SERVICES

The voters elect the City Council to serve as the policy-making board of the City. The Live Oak City Council has five members, including the Mayor. Council members are elected at large and serve four year terms. The Mayor and Vice-Mayor are elected by the City Council to serve one year terms. The City Council acts upon all legislative matters concerning the City, approving and adopting ordinances, resolutions, contracts, and other matters requiring overall policy decisions and leadership. The City Council appoints the City Manager and City Attorney, who report to the Council. The Council also appoints various commissions, boards, and advisory committees.

LOOKING AHEAD to FY 2020-21, the Council will focus on several initiatives, including:

- Construction for the widening of the 99 Highway corridor to four lanes
- Relocation of city utilities in and around the 99 Highway Corridor
- Completion of new water main westward from Highway 99
- Road reconstruction of Pennington Road from Broadway to Connecticut
- Begin design and construction of sewer plant solar project
- Rehabilitation of the 'P' Street sewer lift station

Budget Recap

Spending Category	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Proposed Budget FY 2020-21
Salaries & Benefits	$ 67,265	$ 61,200	$ 72,542
Services & Supplies	20,235	36,700	41,300
Capital Outlay	0	0	0
Debt & Contingencies	0	0	0
Transfers	4,441	4,700	4,300
Total	$ 91,941	$ 102,600	$ 118,142

City Information	2018	2019	2020
Population	8,781	8,840	9,164
Assessed Valuation	$374,879,041	$401,382,023	$432,168,511

City of Live Oak
General Fund 10
Departmental Expenditures 1000 - City Council

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5001	Salaries Elected	$ 15,606	$ 19,000	$ 16,044	$ 17,503	$ 17,461
	80% of 5 members					
5003	Salaries Permanent	875	0	875	0	0
5013	Social Security	734	1,200	679	739	1,176
5015	Medicare	172	300	159	173	275
5019	Workers Compensation	604	800	621	621	806
5021	CalPers City employer rate	1,442	1,100	1,091	1,191	1,060
5023	CalPers Employee rate paid by City	537	600	256	279	279
5025	Health Insurance	43,356	33,400	39,283	43,012	47,966
5027	Dental Insurance	2,694	3,400	1,993	2,177	2,286
5029	Vision Insurance	580	700	509	556	568
5031	Life Insurance	665	700	610	665	665
	Total Salaries & Benefits	67,265	61,200	62,120	66,916	72,542
5319	Small Tools and Equipment	2,104	1,500	0	0	1,200
	$600 IPADS repairs and replacements					
5323	Communications	4,125	19,300	3,146	23,000	24,000
	$19,000 Accela license council meetings					
	$1,500 cell phones 5 members $25/Mo					
	$2,400 data Ipads 5 members $38/mo					
	$1,100 misc licenses/annual fees					
5331	Travel, Lodging & Meals	4,511	5,400	4,412	4,458	5,400
	$1,000 per Councilmember					
	$400 mileage reimbursements					
5335	Professional Development	4,766	5,000	4,750	8,754	5,000
	$1000 per Councilmember					
5341	Professional Services	1,685	2,300	1,415	2,361	2,500
	$1,300 tech services agrmt					
	$1,000 misc services and allocations					
5343	Liability Insurance	3,025	3,100	3,025	920	3,100
5349	Fidelity Insurance	19	100	19	41	100
	Total Services and Supplies	20,235	36,700	16,767	39,534	41,300
5903	Legal Cost Transfer	1,040	1,300	598	650	900
5905	Finance Cost Transfer	2,001	2,000	1,475	1,500	1,700
5909	General Government Transfer	1,400	1,400	1,699	1,699	1,700
	Total Interfund Transfers	4,441	4,700	3,772	3,849	4,300
	Departmental Grand Total	$ 91,941	$ 102,600	$ 82,659	$ 110,299	$ 118,142

LIVE OAK
CALIFORNIA

CITY OF LIVE OAK
ADMINISTRATION 1005

MISSION

To provide leadership and supervision to the organization to carry out the City Council's policies and priorities in the most equitable, effective and efficient manner that benefits the community. The Office provides professional management guidance to the organization, the City Council and citizens.

SERVICES

The City Manager is responsible for the day-to-day administration and operation of City government including ultimate responsibility for Public Safety, Community Development, City Clerk, Human Resources, Finance, Parks and Recreation, and Public Works. The City Manager reports directly to the City Council and provides administrative direction to department heads based on Council goals and priorities. Responsibilities of the department include:

- With support of the Finance Department, prepare the annual Operating Budget;
- Attend to personnel matters and administer agreements and contracts;
- Oversee preparation and distribution of Council agendas and packets;
- Coordinate and collaborate with the Council to initiate new policies, address policy and program issues, and respond to community concerns;
- Oversee the effective and efficient administration and operation of all City Departments; and
- Adopt and implement organizational policies that facilitate the effective and efficient operation of the overall organization.

LOOKING AHEAD to FY 2020-21

This next year, the City will focus on several initiatives, including:

- Begin then construction of the 99 Highway widening to four lanes
- Relocating city utilities in and around the 99 Highway Corridor
- Completing Well #7 and accompanying filtration system
- Road reconstruction of Pennington Road from Broadway to Connecticut
- Begin the design and construction of sewer plant solar project
- Rehabilitation of the 'P' Street sewer lift station

Budget Recap

Spending Category	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Proposed Budget FY 2020-21
Salaries & Benefits	$ 236,712	$ 153,900	$162,106
Services & Supplies	109,212	97,300	116,900
Capital Outlay	0	0	0
Debt & Contingencies	0	0	0
Transfers	4,252	5,000	4,400
Total	$ 350,176	$ 256,200	$ 283.406

City of Live Oak
General Fund 10
Departmental Expenditures 1005 - Administration

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5003	Salaries Permanent	$ 62,921	$ 107,400	$ 81,406	$ 93,000	$ 125,816
5004	Salary Savings vacant position					$ (13,000)
5005	Part-Time Wages	5,661	0	5,661	0	0
5006	Outsource Personnel	150,290	0	21,015	23,000	0
5010	Technology Allowance	0	0	600	660	720
5011	Car Allowance	313	200	2,187	2,400	2,400
5013	Social Security	4,460	6,500	5,179	5,900	7,591
5015	Medicare	1,043	1,500	1,211	1,350	1,852
5017	Unemployment Insurance	958	800	607	607	846
5019	Workers Compensation	4,015	4,400	4,126	4,126	5,427
5021	CalPers City employer rate	3,357	7,100	5,245	6,000	8,652
5023	CalPers Employee rate paid by City	0	0	0	0	0
5025	Health Insurance	12,065	23,900	20,280	22,186	19,956
5027	Dental Insurance	47	1,500	1,332	1,397	1,400
5029	Vision Insurance	58	300	137	150	188
5031	Life Insurance	201	300	0	0	258
	Total Salaries & Benefits	245,389	153,900	148,986	160,776	162,106
5301	Office Supplies	3,531	3,400	3,726	4,014	4,200
5303	Operating Supplies	1,986	600	188	543	700
5309	Safety Items	1,109	500	-	0	300
5311	Repair & Maintenance	184	200	-	21	300
5313	Repair & Maint Buildings	0	0		0	0
5317	Maint & Service Contracts	0	0		0	0
5319	Small Tools and Equipment	2,196	2,000	3,750	3,750	4,000
5321	Rents & Leases	12,781	11,500	5,649	6,500	10,000
	Copier - $400/mo					
	Usage - $550/mo (avg)					
	Other - $100/mo					
5323	Communications	13,148	4,800	63,953	65,336	6,000
5325	Advertising	4,505	3,100	5,171	5,572	6,000
5327	Postage	1,372	1,200	585	1,242	2,000
5329	Printing & Copying	338	400	439	439	500
5331	Travel, Lodging & Meals	3,317	3,400	5,641	5,641	6,000
5333	Dues & Subscriptions	12,587	13,000	15,681	15,681	16,000
5335	Professional Development	1,872	4,000	3,216	3,216	4,000
5337	Licenses & Permits	480	300	616	616	700
5341	Professional Services	68,671	35,000	15,545	19,000	35,000
	$20,000 City-Wide Strategy Svcs					
	$10,000 Human Resourse outsourcing					
5343	Liability Insurance	5,570	5,800	3,391	3,391	3,500
5345	Property & Equip Insurance	4,509	4,600	5,437	5,437	5,700
5353	Special Departmental Expense	21,066	3,500	11,481	21,119	7,000
	$5,000 consolidated election costs					
5703	Equipment	22,723	0	16,680	17,763	5,000
	Total Services/Supplies	181,945	97,300	161,149	179,281	116,900
5901	Interfund Transfer	19,762	0	0	0	0
5903	Legal Cost Transfer	1,921	1,800	1,195	1,298	1,400
5905	Finance Cost Transfer	3,699	3,200	2,778	2,824	3,000
	Total Interfund Transfers	25,382	5,000	3,973	4,122	4,400
	Departmental Grand Total	$ 452,716	$ 256,200	$ 314,108	$ 344,179	$ 283,406

City of Live Oak
General Fund 10
Departmental Expenditures 1010 - Finance

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5003	Salaries Permanent	$ 9,968	$ 46,300	$ 11,024	$ 13,700	$ 49,589
5005	Salaries Extra Help	12,129	1,600	11,215	11,215	0
5011	Car Allowance	160	200	110	120	240
5012	Bi-lingual Pay	300	0	550	600	600
5013	Social Security	1,392	2,900	1,388	1,550	3,089
5015	Medicare	325	700	324	375	723
5017	Unemployment Insurance	174	300	173	173	347
5019	Workers Compensation	694	2,000	713	713	2,118
5020	CalPERS Unfunded Liability	53,652	60,200	55,855	60,933	66,900
	$191,000, 35% to Gen Fund					
5021	CalPers City employer rate	1,796	5,400	2,245	2,700	5,843
5023	CalPers Employee rate paid by City	672	1,900	620	700	1,916
5025	Health Insurance	9,779	17,500	13,958	14,295	16,370
5027	Dental Insurance	502	1,000	859	886	943
5029	Vision Insurance	110	200	128	135	172
5031	Life Insurance	94	100	116	122	133
	Total Salaries & Benefits	91,747	140,300	99,278	108,217	148,983
5301	Office Supplies	848	900	886	886	900
5317	Maintenance & Service Contrac	8,682	9,500	8,965	9,200	9,800
	$2,100 Core Financials					
	$1,600 Payroll software					
	$1,600 Bus Lic software					
	$2,800 misc contracts					
5319	Small Tools and Equipment	206	500	0	0	300
5323	Communications	437	400	755	800	1,000
5325	Advertising	287	400	0	0	400
5329	Printing & Copying	983	1,100	564	700	1,500
5333	Dues & Subscriptions	435	600	460	460	600
5335	Professional Development	170	200	319	319	400
5341	Professional Services	90,716	97,000	85,930	96,000	100,000
	$79,173 accounting services					
	$10,000 audit expenses					
	$6,000 HdL Property Tax					
	$3,800 HdL Sales Tax					
	$5,500 miscellaneous					
5343	Liability Insurance	1,072	1,100	723	723	750
5349	Fidelity Insurance	48	100	102	102	100
5353	Special Departmental Expense	8,685	9,200	7,590	8,500	9,500
	$3,000 CalPers actuarial charges					
	$5,000 bank service charges					
	Total Services and Supplies	112,569	121,000	106,294	117,690	125,250
5903	Legal Cost Transfer	1,600	2,400	1,594	1,732	1,800
5909	General Government Transfer	1,999	4,400	4,400	4,400	4,600
	Total Interfund Transfers	3,599	6,800	5,994	6,132	6,400
	Departmental Grand Total	$ 207,915	$ 268,100	$ 211,566	$ 232,039	$ 280,633

LIVE OAK
CALIFORNIA

CITY OF LIVE OAK
CITY ATTORNEY 1060

MISSION

The City Attorney serves as the primary legal advisor to the City Council and provides legal assistance and support to the City staff. The office of the City Attorney's mission is to advance the City's and Community's welfare in the interests of equality, justice and fairness by:

- Providing high level legal representation that is ethical, efficient and cost effective;
- Advising City officials and staff;
- Providing timely and comprehensive assistance and;
- Representing the City and its employees vigorously and fairly.

SERVICES

The City Attorney represents and advises the City Council, City Manager, Boards and Commissions, and Department Heads. The City Attorney prepares legal opinions, ordinances, resolutions, contracts, and other documents requested by Council and Management. The City Attorney investigates and defends claims against the City and resolves them as authorized by the City Council. With the approval of the Council, the City Attorney may initiate litigation to enforce the City's rights or to protect the public health, safety or welfare.

Budget Recap 8 Spending Category	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Proposed Budget FY 2020-21
Salaries & Benefits	$ 0	$ 0	$ 0
Services & Supplies	73,310	63,000	67,000
Capital Outlay	0	0	0
Debt & Contingencies	0	0	0
Transfers	1,800	2,400	2,500
Total	$ 75,110	$ 65,400	$ 69,500

City of Live Oak
General Fund 10
Departmental Expenditures 1060 - Attorney

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5341	Professional Services	$ 73,310	$ 63,000	$ 46,304	$ 59,000	$ 67,000
	$48,000 retainer					
	Total Services and Supplies	73,310	63,000	46,304	59,000	67,000
5905	Finance Cost Transfer	1,101	1,200	1,042	1,059	1,200
5909	General Government Transfer	699	1,200	1,201	1,201	1,300
	Total Interfund Transfers	1,800	2,400	2,243	2,260	2,500
	Departmental Grand Total	$ 75,110	$ 65,400	$ 48,547	$ 61,260	$ 69,500

City of Live Oak
General Fund 10
Department Expenditures 1065 - Econ. Development

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5313	Repair & Maint Buildings					
5337	Licenses & Permits	783	1,000	783	783	1,000
5341	Professional Services	15,000	10,000	5,000	5,000	10,000
	$10K Mural Projects					
5345	Property & Equip Insurance	6,297	6,300	7,291	7,291	7,500
5353	Special Dept Expense	0	10,500	0	0	5,000
	$5K various programs					
	Total Services and Supplies	22,080	27,800	13,074	13,074	23,500
5703	Land Purchases	0	500,000	0	0	0
	To acquire parcels on highway corridor					
	Total Capital Outlay	0	500,000	0	0	-
	Departmental Grand Total	$ 22,080	$ 527,800	$ 13,074	$ 13,074	$ 23,500

City of Live Oak
General Fund 10
Departmental Expenditures 1045 - Fire

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5313	Repair & Maint Buildings	$ 30,233	$ 15,000	$ 3,079	$ 3,600	$ 20,000
	$17K rehab sleeping facilities					
5337	Licenses & Permits	779	1,000	1,594	1,594	1,700
5339	Utilities		0	3,427	6,000	6,500
5341	Professional Services	656,880	684,800	547,400	656,880	711,000
	$656,891 annual contract					
5345	Property & Equip Insurance	2,130	19,200	2,335	18,500	19,200
	Total Services and Supplies	690,022	720,000	557,835	686,574	758,400
5501	Principal	70,532	73,050	73,050	73,050	75,658
5503	Interest	19,630	17,112	16,090	16,090	14,504
	Fire engine lease payments					
	Total Debt & Contingency	90,162	90,162	89,140	89,140	90,162
5703	Equipment	612,245	5,000	4,346	4,346	4,000
	fire apparratus equipment					
	Total Capital Outlay	612,245	5,000	4,346	4,346	4,000
5903	Legal Cost Transfer	3,759	7,100	4,716	5,123	5,300
5905	Finance Cost Transfer	7,101	12,500	10,849	11,030	11,400
5909	General Govt Transfer	4,799	12,600	12,600	12,600	13,000
5913	Public Safety Contra Expense	(205,200)	(205,900)	0	(205,900)	(255,900)
	Total Interfund Transfers	(189,541)	(173,700)	28,165	(177,147)	(226,200)
	Departmental Grand Total	$ 1,202,888	$ 641,462	$ 679,486	$ 602,913	$ 626,362

5913: Includes $113,100 from Fund 22 Fire Assessments and $92,800 Fund 23 CFD 2004-1

City of Live Oak
General Fund 10
Departmental Expenditures 1050 - Police

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5313	Repair & Maint Buildings	$ 6,378	$ 6,000	$ 3,322	$ 3,913	$ 5,000
	$1,500 facilities, keys, shelves, etc					
5323	Communications	4,644	5,200	4,610	5,041	5,400
	$4,600 phones					
5337	Licenses & Permits	457	600	462	462	600
5339	Utilities	6,584	6,500	4,594	5,615	6,500
5341	Professional Services	956,799	950,000	818,453	1,015,169	1,055,000
	Patrol Serv 80% share					
	Lieutenant 100%					
	$6,000 K9 expenses					
5345	Property & Equip Insurance	2,130	2,200	2,335	2,335	2,400
5353	Special Dept Expense	-	300	0	0	
	Total Services and Supplies	976,992	970,800	833,776	1,032,535	1,074,900
5903	Legal Cost Transfer	4,638	9,900	6,577	7,145	7,300
5905	Finance Cost Transfer	8,901	17,500	15,190	15,443	15,800
5909	General Govt Transfer	6,000	17,800	17,802	17,802	18,000
5913	Public Safety Contra Expense	(236,400)	(280,800)	0	(280,800)	(310,800)
	Total Interfund Transfers	(216,861)	(235,600)	39,569	(240,410)	(269,700)
	Department Grand Total	$ 760,131	$ 735,200	$ 873,345	$ 792,125	$ 805,200

5913: Includes $280,800 from Fund 24 CFD 2004-1

City of Live Oak
General Fund 10
Departmental Expenditures 1055 - Animal Services

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5341	Professional Services	$ 111,354	$ 111,000	$ 89,135	$ 111,000	$ 116,500
5353	Special Dept Expense	0	0	0	0	1,000
	Total Services/Supplies	111,354	111,000	89,135	111,000	117,500
5501	Principal	52,882	52,900	52,882	52,882	52,900
5503	Interest Expense	5,593	1,000	5,841	5,841	5,900
	Total Debt & Contingency	58,475	53,900	58,723	58,723	58,800
5903	Legal Cost Transfer	798	700	464	504	550
5905	Finance Cost Transfer	1,501	1,200	1,041	1,058	1,100
5909	General GovtTransfer	1,000	1,200	1,202	1,202	1,300
5913	Public Safety Contra Expense	(61,500)	(68,200)	0	(68,200)	(68,200)
	Total Interfund Transfers	(58,201)	(65,100)	2,707	(65,436)	(65,250)
	Departmental Grand Total	$ 111,628	$ 99,800	$ 150,565	$ 104,287	$ 111,050

5913: Includes $53,000 from Fund 21 CFD 92-1 for animal control facility debt
5913: Includes $15,200 from Fund 25 CFD 2004-1 for annual services

LIVE OAK
CALIFORNIA

COMMUNITY DEVELOPMENT 1015

MISSION

To ensure balanced land use, orderly development, protection of public health and safety, and conservation of environmental resources

SERVICES

The Community Development Department provides professional guidance and technical assistance to the City Council, Planning Commission and the public. The department is responsible for preparing, amending, maintaining, and implementing policies and regulations contained in the City's General Plan, Housing Element, Zoning Regulations, other planning related ordinances, and Building Code. The department's responsibilities include:

- Assist residents and applicants in understanding land use and building regulations;
- Maintain planning and building related ordinances by preparing and proposing amendments as necessary;
- Maintain and report demographic and housing data as required to other agencies including the California Department of Housing and Community Development (HCD), Department of Finance, and Sacramento Area Council of Governments (SACOG).
- Evaluate development proposals, prepare and present reports, develop and draft recommendations, conditions of approval, and findings for review by the City Planning Commission and the City Council;
- Evaluate and process amendments to approved projects
- Review applications and issue other licenses and permits as required

Budget Recap

Spending Category	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Proposed Budget FY 2020-21
Salaries & Benefits	$ 98,033	$ 232,900	$ 122,933
Services & Supplies	90,750	107,900	106,600
Capital Outlay	0	0	0
Debt & Contingencies	0	0	0
Transfers	7,740	14,500	13,300
Total	$ 196,523	$ 355,300	$ 242,833

City of Live Oak
General Fund 10-1015
Department Expenditures Community Development

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5003	Salaries Permanent	$ 62,554	$ 161,600	$ 83,968	$ 96,000	$ 93,098
5004	Salary Savings vacant position	0	0	0	0	(14,000)
5010	Technology Allowance	0	0	225	247	250
5011	Car Allowance	55	100	822	905	900
5012	Bi-lingual Pay	75	0	319	357	350
5013	Social Security	4,753	9,900	5,690	6,400	5,632
5015	Medicare	1,111	2,300	1,330	1,450	1,363
5017	Unemployment Insurance	434	1,000	607	607	499
5019	Workers Compensation	4,116	9,400	4,230	4,230	4,615
5021	CalPers City employer rate	9,226	19,300	10,390	11,800	10,717
5023	CalPers Employee rate paid by City	5,479	7,200	5,105	5,530	5,440
5025	Health Insurance	9,285	20,700	12,871	14,110	13,157
5027	Dental Insurance	662	1,000	590	653	622
5029	Vision Insurance	128	200	139	153	132
5031	Life Insurance	155	200	173	190	158
	Total Salaries & Benefits	98,033	232,900	126,459	142,632	122,933
5303	Operating Supplies	83	200	5	5	200
5317	Maint & Service Contracts	1,318	1,500	1,278	1,600	1,600
5319	Small Tools and Equipment					1,000
5323	Communications	375	400	927	1,000	1,100
5325	Advertising	3,439	2,900	1,409	1,800	2,500
5329	Printing & Copying	0	0	426	600	600
5333	Dues & Subscriptions	0	200	0	0	300
5335	Professional Development	56	2,000	0	0	1,000
	Training-Planning Commissioners					
5341	Professional Services	80,324	95,000	65,745	87,000	94,000
	$45,000 Retainer (Planning)					
	$50,000 Housing Element					
5343	Liability Insurance	5,079	5,300	3,957	3,957	4,000
5349	Fidelity Insurance	76	100	79	163	200
5353	Special Dept Expense	-	300	60	60	100
	Total Services and Supplies	90,750	107,900	73,886	96,185	106,600
5903	Legal Cost Transfer	1,840	3,200	2,126	2,310	2,400
5905	Finance Cost Transfer	3,499	5,600	4,862	4,943	5,100
5909	General Government Transfer	2,401	5,700	5,699	5,699	5,800
	Total Interfund Transfers	7,740	14,500	12,687	12,952	13,300
	Departmental Grand Total	$ 196,523	$ 355,300	$ 213,032	$ 251,769	$ 242,833

LIVE OAK
CALIFORNIA

CITY OF LIVE OAK
BUILDING INSPECTION 1020

MISSION

The Division provides the residents, property owners and business community of Live Oak with efficient and courteous services, with the goal of improving life through the enforcement of state and local building codes.

SERVICES

Building and Code Enforcement is responsible for the protection and the health and safety of citizens through the enforcement of building codes and standards and City Ordinances in order to ensure that both new and existing structures within the City limits meet minimum health, safety, and construction standards. The department is responsible for:

- Reviewing building permit applications for proper licensure under the California Contractors Licensing Law and local ordinances
- Reviewing construction plans for compliance with state and local building regulations/standards
- Issuing building permits;
- Performing inspections for new construction, repairs, alterations, and remodeling of existing structures, as well as moving and demolishing buildings;
- Receive and follow up on complaints from citizens regarding code enforcement issues like broken down vehicles, substandard dwellings, and overgrown weeds.

BUDGET RECAP

Spending Category	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Proposed Budget FY 2020-21
Salaries & Benefits	$ 155,110	$ 129,600	$ 138,207
Services & Supplies	24,530	30,000	31,800
Capital Outlay	0	0	25,000
Debt & Contingencies	0	0	0
Transfers	6,700	8,200	7,600
Total	$ 186,340	$ 167,800	$ 202,607

RECENT DEVELOPMENT

After numerous years of sparse building activity, the Building Inspection Division recently issued and inspected new homes in the KB Pennington Ranch Development and K'Hovanian Garden Glen Tract.

BUILDING ACTIVITY	FY 2017-18	FY 2018-19	Thru April FY 2019-20
Single Family Home Permits	17	75	36
Solar System Building Permits	46	96	83

City of Live Oak
General Fund 10
Departmental Expenditures 1020 - Building Inspection

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5003	Salaries Permanent	$ 99,676	$ 84,800	$ 94,722	$ 103,003	$ 87,626
5004	Salary Savings vacant position	0	0	0	0	0
5013	Social Security	6,492	5,300	5,992	6,488	5,433
5015	Medicare	1,518	1,200	1,401	1,517	1,271
5017	Unemployment Insurance	543	500	543	543	434
5019	Workers Compensation	5,937	6,400	6,102	6,102	6,204
5021	CalPers City employer rate	13,082	11,200	13,060	14,151	11,551
5023	CalPers Employee rate paid by City	8,584	4,900	7,950	8,613	7,010
5025	Health Insurance	17,998	14,400	18,109	19,711	17,628
5027	Dental Insurance	882	700	794	857	724
5029	Vision Insurance	190	100	174	190	159
5031	Life Insurance	208	100	191	208	167
	Total Salaries & Benefits	155,110	129,600	149,038	161,383	138,207
5303	Operating Supplies	616	300	331	650	800
5307	Fuel	959	1,000	788	850	1,200
5309	Safety Items	365	300	0	0	500
5315	Repair & Maintenance Vehicles	2,879	1,500	258	258	500
5317	Maint & Service Contracts	3,593	4,800	4,521	5,800	6,000
	$3,400 software annual license					
5319	Small Tools and Equipment	0	0	0	0	1,500
5323	Communications	2,279	2,200	2,074	2,400	2,500
5331	Travel, Lodging & Meals	4,722	3,700	1,236	1,236	3,500
5333	Dues & Subscriptions	959	3,000	510	510	1,500
5335	Professional Development	1,176	2,000	2,026	2,026	2,200
5341	Professional Services	1,406	3,000	2,144	2,400	3,000
	$5,000 Specialized Inspections					
5342	Code Enforcement Expense	0	2,000	0	0	2,000
	$2,000 one property incident					
5343	Liability Insurance	5,519	5,800	5,416	5,416	5,500
5349	Fidelity Insurance	57	100	60	60	100
5353	Special Departmental Expense	0	300	0	0	1,000
	Uniforms, protective clothing					
5703	Vehicle	0	0	0	0	25,000
	Total Services and Supplies	24,530	30,000	19,364	21,606	56,800
5903	Legal Cost Transfer	1,600	1,800	1,195	1,298	1,400
5905	Finance Cost Transfer	3,000	3,200	2,778	2,824	2,900
5909	General Government Transfer	2,100	3,200	3,199	3,199	3,300
	Total Interfund Transfers	6,700	8,200	7,172	7,321	7,600
	Departmental Grand Total	$ 186,340	$ 167,800	$ 175,574	$ 190,310	$ 202,607

LIVE OAK
CALIFORNIA

CITY ENGINEER 1025

MISSION

To provide professional engineering, inspection, and administration services for planning, design, construction, and maintenance of the City's infrastructure. To ensure that all public infrastructure and improvements are designed and build in accordance with City standards and accepted engineering and construction practices.

SERVICES

The Engineering department stands responsible for planning and improving the City's infrastructure through master planning, project management, design and construction, and the inspection and regulation of development. The City currently outsources the City Engineer function to a private engineering company. The department is responsible for:

- Oversight (accuracy/safety) of engineering design related to private and public development;
- Reviewing engineering plans to ensure compliance with applicable state codes as well as local requirements/ordinances;
- Issuing encroachment, grading, improvement, transportation and other permits to applicants;
- Managing the design and construction of capital projects funded by the City's Capital Improvement Program (CIP).

The City accounts for most of the engineering work provide by the City Engineer in Street & Roads Department and various capital project accounts noted throughout this budget document. The engineering costs noted below signifies work related only to the General Fund including development review services and work not attributed to any specific capital project:

Budget Recap	Actual Expenditure	Adopted Budget	Proposed Budget
Spending Category	FY 2018-19	FY 2019-20	FY 2020-21
Salaries & Benefits	$ 0	$ 0	$ 0
Services & Supplies	39,560	14,700	18,400
Capital Outlay	0	0	0
Debt & Contingencies	0	0	0
Transfers	280	2,000	1,950
Total	$ 39,840	$ 16,700	$ 20,350

City of Live Oak
General Fund 10
Departmental Expenditures 1025 - Engineering

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5323	Communications	$ 375	$ 400	$ 350	$ 381	$ 400
5340	Professional Srvc-Fee Related	4,826	4,000	2,147	4,061	5,000
	$4,000 plan check outsourced					
5341	Professional Services	33,156	10,000	6,607	10,885	12,000
5353	Special Dept Expense	1,203	300	426	597	1,000
	Total Services and Supplies	39,560	14,700	9,530	15,924	18,400
5903	Legal Cost Transfer	80	400	265	288	300
5905	Finance Cost Transfer	100	800	698	710	800
5909	General Government Transfer	100	800	800	800	850
	Total Interfund Transfers	280	2,000	1,763	1,798	1,950
	Departmental Grand Total	$ 39,840	$ 16,700	$ 11,293	$ 17,722	$ 20,350

City of Live Oak
General Fund 10
Departmental Expenditures 1030 - Parks

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5003	Salaries Permanent	$ 75,309	$ 141,100	$ 133,757	$ 146,000	$ 179,878
5005	Salaries Extra Help	9,966	13,700	11,864	12,100	13,650
5007	Overtime	2,101	2,000	2,601	2,700	3,000
5009	Certificate Pay	0	0	0	0	12,000
5011	Car Allowance	2,718	900	2,350	2,500	2,500
5012	Bilingual Pay	1,000	0	813	1,000	1,000
5013	Social Security	5,608	9,800	8,964	9,700	12,385
5015	Medicare	1,312	2,300	2,097	2,300	2,806
5017	Unemployment Insurance	1,190	2,800	1,694	1,700	2,477
5019	Workers Compensation	5,725	11,200	5,885	6,000	10,047
5021	CalPers City employer rate	5,391	12,600	12,074	13,200	13,809
5023	CalPers Employee rate paid by City	-	3,700	0	0	4,073
5025	Health Insurance	32,751	52,300	46,144	50,500	58,706
5027	Dental Insurance	1,391	2,900	2,203	2,400	3,204
5029	Vision Insurance	310	500	449	500	637
5031	Life Insurance	296	400	369	400	391
	Total Salaries & Benefits	145,068	256,200	231,264	251,000	320,563
5303	Operating Supplies	10,452	10,000	8,710	10,500	12,000
	$1,000 painting supplies					
	$1,500 misc supplies					
	$3,000 routine ground bark					
5305	Chemicals (pesticides, etc)	2,446	4,500	1,999	2,400	3,500
	$1,300 Soccer Park					
	$1,700 all other parks					
5307	Fuel	7,631	5,900	7,696	8,700	9,000
5309	Safety Items	2,509	2,200	2,492	2,492	2,800
5311	Repair & Maintenance	10,563	15,300	14,736	21,500	22,000
	$3,000 tree removal					
	$3,000 current tree trimming					
	$3,100 Soccer Park					
	$6,200 all other parks					
5313	Repair & Maint Buildings	4,046	20,000	1,565	2,000	20,000
	$5,000 LL bldgs					
	$15,000 Memorial Park Repairs					
5315	Repair & Maint Vehicles	5,223	7,000	11,659	12,200	12,500
5317	Maint & Service Contracts		0			
5319	Small Tools and Equip.	7,751	6,000	3,520	6,200	4,000
5323	Communications	4,288	4,200	2,596	2,900	2,900
	$2,400 cell phone exp (4)					
	$1,800 phone allowances (8)					
5325	Advertising	733	1,000	0	0	500
5331	Travel, Lodging & Meals	2,994	3,000	4,715	4,715	4,000
5335	Professional Development	1,415	1,000	3,589	3,589	4,000
5337	Licenses & Permits	172	200	327	327	400

City of Live Oak
General Fund 10
Departmental Expenditures 1030 - Parks

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
Parks Expenditures cont.						
5339	Utilities	30,572	26,600	325	26,300	29,000
	$5,000 Soccer Park					
	$2400 little league fields					
	$21,000 City Water					
5341	Professional Services	6,465	7,000	5,527	6,000	7,000
	$3,000 uniform cleaning					
	$1,000 tests, physicals, lifescans					
5343	Liability Insurance	4,911	5,200	4,561	4,561	4,700
5345	Property & Other Insurance	3,395	3,500	4,562	4,562	4,700
5349	Fidelity Insurance	48	100	50	100	100
5353	Special Dept Expense	8,225	3,000	621	621	3,000
	Total Services/Supplies	113,839	125,700	79,250	119,667	146,100
5703	Park Improvements	0	0	0	0	24,000
	rehab baseball fields					
5703	Capital Outlay & Equipment	0	0		0	46,000
	$7K ttrash receptacles					
	$29K replace pickup truck					
	$10K Replace ATV soccer park					
	Total Capital Outlay	-	0	0	0	24000
5903	Legal Cost Transfer	1,199	3,600	2,393	2,600	2,700
5905	Finance Cost Transfer	2,201	6,400	5,554	5,646	5,800
5909	General Govt Transfer	1,499	6,500	6,501	6,501	6,800
5911	Parks Contra Expense	(63,500)	(58,600)	0	(58,600)	(58,600)
	Total Interfund Transfers	(58,601)	(42,100)	14,448	(43,853)	(43,300)
	Departmental Grand Total	$ 200,306	$ 339,800	$ 324,962	$ 326,814	$ 447,363

5913: Includes $58,600 from Fund 27 CFD 2004 Parks

City of Live Oak
General Fund 10
Departmental Expenditures 1035 - Recreation

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5003	Salaries Permanent	$ 86,137	$ 150,700	$ 89,597	$ 101,000	$ 110,528
5005	Salaries Extra Help	55,413	27,600	39,868	43,000	34,000
	assumes regular programs Jan 2021					
5007	Overtime	521	500	549	650	800
5011	Car Allowance	2,183	3,000	1,793	2,000	2,400
5012	Bilingual Pay	963		1,725	1,900	2,000
5013	Social Security	9,196	11,200	7,882	8,600	9,377
5015	Medicare	2,150	2,700	1,843	2,000	2,298
5017	Unemployment Insurance	4,098	3,300	2,956	3,100	3,100
5019	Workers Compensation	3,673	10,500	3,775	3,775	6,300
5021	CalPers City employer rate	7,461	10,900	7,863	8,800	8,089
5023	CalPers Employee rate paid by City	2,308	700	2,305	2,504	706
5025	Health Insurance	39,716	41,000	42,433	46,500	47,256
5027	Dental Insurance	2,255	2,300	2,225	2,400	2,389
5029	Vision Insurance	487	400	471	500	464
5031	Life Insurance	314	300	285	300	283
	Total Salaries & Benefits	216,875	265,100	205,570	227,029	229,990
5323	Commuications	0	0	551	600	600
5335	Professional Development	0	1,000	0	0	500
5341	Professional Services	0	500	734	734	500
5343	Liability Insurance	3,471	3,600	4,164	4,164	4,300
5349	Fidelity Insurance	38	100	40	82	100
5351	Community Promotion	11,317	14,000	8,472	8,485	11,000
	$3,000 holiday decorations					
5353	Special Dept Expense	7	0	787	787	1,000
Youth Programs						
5357	Basketball	2,548	3,300	3,202	3,202	2,000
5365	Swimming	800	1,000	200	200	500
5367	Tennis		0	58	58	100
5369	Wrestling	2,389	3,300	4,723	4,723	0
5371	Youth Soccer	14,400	12,900	13,867	13,867	14,000
5380	Skate Park Events		500	0	-	
5399	Other Youth Programs	1,607	5,000	1,450	1,450	2,300
	$1500 summer camp					
Adult Programs						
5362	Basketball	291	2,600	3,106	3,106	1,500
	shorter season 16 teams					
5364	Adult Aerobics/Zumba		100	0	0	500
5372	Adult Soccer	8,279	6,000	4,964	4,964	2,000
	Spring seasons only					
	Total Services/Supplies	45,147	53,900	46,318	46,422	40,900

City of Live Oak
General Fund 10
Departmental Expenditures 1035 - Recreation

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
Recreation Expenditures cont.						
5705	Capital Equipment	0	6,500	7,578	7,578	0
	New Wrestling Mat					
	Total Capital Outlay	0	6,500	7,578	7,578	-
5903	Legal Cost Transfer	1,359	3,100	2,060	2,238	2,300
5905	Finance Cost Transfer	2,598	5,500	4,775	4,854	4,900
5909	General Govt Transfer	1,800	5,500	5,499	5,499	5,600
5911	Recreation Contra Expense	(20,000)	(20,000)	0	(20,000)	(20,000)
	Total Interfund Transfers	(14,243)	(5,900)	12,334	(7,409)	(7,200)
	Departmental Grand Total	$ 247,779	$ 319,600	$ 271,800	$ 273,620	$ 263,690

5911: Includes $20,000 from Fund 27 CFD 2004 Parks

City of Live Oak
General Fund 10
Departmental Expenditures 1040 - Pool

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5003	Salaries Permanent	$ 20,471	$ 5,100	$ 22,198	$ 22,198	$ 5,657
5005	Salaries Extra Help	21,904	50,000	22,022	22,022	25,000
5007	Overtime	122	100	92	100	100
5009	Certificate Pay	0	0	0	0	1,500
5011	Car Allowance	588	0	550	600	300
5012	Bilingual Pay	225	0	413	450	200
5013	Social Security	2,946	3,400	2,716	2,831	1,962
5015	Medicare	689	800	635	662	445
5017	Unemployment Insurance	1,817	1,800	1,543	1,543	1,200
5019	Workers Compensation	4,327	4,300	4,447	4,447	1,250
5021	CalPers City employer rate	1,701	700	1,820	1,976	746
5023	CalPers Employee rate paid by City	385	400	384	417	453
5025	Health Insurance	8,250	2,500	9,820	10,717	2,547
5027	Dental Insurance	449	200	443	483	141
5029	Vision Insurance	96	100	103	113	28
5031	Life Insurance	66	100	62	67	17
	Total Salaries & Benefits	64,036	69,500	67,248	68,626	41,546
5303	Operating Supplies	296	1,500	277	277	700
5305	Chemicals	14,033	12,000	8,878	10,385	12,500
5309	Safety Items	1,787	2,500	145	338	1,200
5311	Repair & Maintenance	453	16,500	0	0	13,000
	$12,000 pool surfacing repairs					
5313	Repair & Maint Buildings	0	0	0	0	0
5319	Small Tools and Equipment	3,245	500	0	0	500
5323	Communications	248	200	295	343	300
5337	Licenses & Permits	784	900	784	784	900
5339	Utilities	0	3,300	0	0	0
	Water charges $1200					
	PG&E charges $2300					
5341	Professional Services	2,445	0	0	0	0
5343	Liability Insurance	3,019	3,100	3,442	3,442	3,500
5345	Property & Equip Insurance	1,132	1,100	1,521	1,521	1,600
5349	Fidelity Insurance	28	-	30	61	100
5353	Special Dept Expense	2,940	4,000	0	0	3,000
	$2200 lifeguard certifications					
	Total Services and Supplies	30,410	45,600	15,372	17,151	37,300
5903	Legal Cost Transfer	958	1,200	797	866	900
5905	Finance Cost Transfer	1,799	2,200	1,909	1,941	2,100
5909	General Government Transfer	1,201	2,200	2,202	2,202	2,300
5911	Pool Contra Expenditure	(20,000)	(20,000)	0	(20,000)	(20,000)
	Total Interfund Transfers	(16,042)	(14,400)	4,908	(14,991)	(14,700)
	Departmental Grand Total	$ 78,404	$ 100,700	$ 87,528	$ 70,786	$ 64,146

5911: Includes $20,000 from Fund 27 CFD 2004 Parks

City of Live Oak
General Fund 10
Department Expenditures Facility Maintenance

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5003	Salaries Permanent	$ 10,337	0	$ 6,786	$ 7,234	$ 7,400
5005	Salaries Extra Help	408	0	3,192	3,459	3,500
5007	Overtime	30	0		0	0
5011	Car Allowance	166	0	180	196	200
5012	Bilingual Pay	31		38	44	50
5013	Social Security	713	0	627	671	697
5015	Medicare	167	0	147	157	158
5017	Unemployment Insurance	478	0	454	489	489
5019	Workers Compensation	60	0	62	62	440
5021	CalPers City employer rate	92	0	72	83	84
5023	CalPers Employee rate paid by City	-	0	0	0	0
5025	Health Insurance	962	0	784	889	900
5027	Dental Insurance	40	0	31	36	40
5029	Vision Insurance	7	0	5	6	7
5031	Life Insurance	7	0	5	6	7
	Total Salaries & Benefits	13,498	0	12,383	13,332	13,972
5301	Office Supplies	$ -	0	0	0	0
5303	Operating Supplies	437	0	667	700	800
5309	Safety Items	144	0	318	400	500
5313	Repair & Maint Buildings	38,466	18,000	45,167	48,000	47,000
	$4,800 generator servicing					
	$4,000 BoyScout Bldg lot					
5323	Communications	6,982	6,600	8,589	9,500	9,700
5337	Licenses & Permits	2,084	2,100	1,862	1,862	2,100
5339	Utilities	35,550	25,100	23,900	27,200	28,500
	Includes $1,500 Boy Scout bldg					
5345	Property & Equip Insurance	3,535	3,600	3,558	3,558	3,800
	Total Services and Supplies	87,198	55,400	84,061	91,220	92,400
5705	Furniture/Equipment	1,097	0	0	0	0
	Total Capital Outlay	1,097	0	0	0	0
	Departmental Grand Total	$ 101,793	$ 55,400	$ 96,444	$ 104,552	$ 106,372

City of Live Oak
Fund 12
Department 1200 - Water Enterprise

Acct No.	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4169	Services Charges	$ 873,133	$ 916,500	$ 792,661	$ 873,379	$ 920,000
4405	Penalty Charges	6,453	7,100	4,434	4,434	4,000
4404	Services Miscellaneous	0	1,000	1,413	1,913	1,500
4401	Interest Earnings	1,977	800	353	352	0
4172	Contributed Capital Grants	577,087	0	0	0	0
	TOTAL FUND REVENUES	1,458,650	925,400	798,861	880,078	925,500
	EXPENDITURES					
5001	Salaries Elected	1,951	2,400	2,000	2,182	1,896
5003	Salaries Permanent	184,043	266,198	249,853	274,015	271,668
5005	Salaries Extra Help	22,091	7,800	23,080	23,251	10,000
5000	Salary Savings vacant positions	0	(15,000)	0	0	(15,000)
5006	Outsourced Personnel	22,512	0	0	0	0
5007	Overtime	3,241	3,000	4,255	4,510	4,500
5009	Certificate Pay	0	0	0	0	0
5010	Technology Allowance	0	0	225	247	300
5011	Car Allowance	1,095	1,700	1,537	1,699	1,700
5012	Bilingual Pay	0	0	3,355	3,687	3,700
5013	Social Security	12,633	16,780	17,561	19,067	16,876
5015	Medicare	2,954	3,888	4,107	4,459	4,008
5017	Unemployment Insurance	2,610	2,074	2,847	2,853	1,953
5019	Workers Compensation	11,843	16,780	12,173	12,173	17,625
5020	CalPERS Unfunded Liability	38,323	25,800	23,938	26,114	19,100
	$191,000 annually 10% to Water					
5021	CalPers City employer rate	16,449	26,410	25,533	27,851	26,938
5022	Noncash pension expense GASB 68	41,292	0	0	0	0
5023	CalPers Employee rate paid by City	5,885	6,700	5,597	6,069	6,163
5025	Health Insurance	49,194	50,865	62,194	68,097	44,524
5027	Dental Insurance	3,706	3,400	3,549	3,901	3,347
5029	Vision Insurance	734	645	808	886	673
5031	Life Insurance	682	750	741	818	658
5024	OPEB ARC Expense	187	0	0	0	0
	Total Salaries & Benefits	421,425	420,190	443,353	481,879	420,629
5301	Office Supplies	2,579	2,800	1,841	2,012	2,200
5303	Operating Supplies	3,611	2,200	3,301	3,374	3,500
5305	Chemicals	25,245	26,000	30,376	37,433	38,000
5307	Fuel	3,429	4,500	2,644	2,924	3,500
5309	Safety Items	1,118	1,000	753	753	800
5311	Repair & Maintenance	29,952	30,000	28,104	31,961	42,000
	$10K tree trimming					
5312	Repair Distribution System	0	15,000	0	182	12,000
	$7K booster pump interface					
5313	Repair & Maint Buildings	54	500	0	0	500
5315	Repair & Maint Vehicles	3,841	3,500	1,427	4,248	4,000
5317	Maint & Service Contracts	16,058	19,600	10,654	10,654	15,000
	$2,000 Tesco Electrical maint					
	$5,000 uniform services					

City of Live Oak
Fund 12
Department 1200 - Water Enterprise

Acct No.	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
Water Expenditures cont.						
5319	Small Tools and Equip	3,238	3,000	771	1,912	2,500
5321	Rents & Leases	8,450	6,700	5,000	6,143	6,200
5323	Communications	1,828	4,000	3,903	4,204	4,200
5325	Advertising	0	500	0	0	500
5327	Postage	6,103	7,000	5,163	5,640	5,800
5329	Printing & Copying	3,759	3,600	2,699	3,768	3,900
5331	Travel, Lodging & Meals	200	0	305	969	1,000
5333	Dues & Subscriptions	4,049	5,400	0	0	4,000
5335	Professional Dev	759	1,000	4,758	6,023	4,000
5337	Licenses & Permits	13,125	18,000	15,611	15,764	16,000
5339	Utilities	161,652	170,000	146,483	190,532	195,000
5341	Professional Services	182,474	164,000	93,091	102,668	120,000
	$13,000 audit services					
	$39,500 accounting services 20%					
	$10,000 City Engineer					
	$11,000 Yuba City Lab					
	$7,000 Alliant Networking Service					
5343	Liability Insurance	15,397	15,400	12,810	12,810	13,000
5345	Property & Other Insur	11,709	11,700	15,471	15,471	15,500
5347	Vehicle Insurance	0	0	0	0	0
5349	Fidelity Insurance	199	200	210	429	500
5353	Special Dept Expense	175	200	-	0	500
	Total Services/Supplies	499,004	515,800	385,375	459,874	514,100
5501	Principal	40,000	40,000	-	40,000	40,000
5503	Interest	44,200	43,500	3,148	43,500	41,800
	Total Debt Service	84,200	83,500	3,148	83,500	81,800
5705	Capital Projects	0	0	775	775	75,000
	MXU meters replace 325 units					
5705	Grant Funded Projects	577,087	0	0	0	0
	Total Capital Outlay	577,087	-	775	775	75,000
5903	Legal Cost Transfer	7,760	8,200	5,448	5,919	6,000
5905	Finance Cost Transfer	14,897	14,700	12,759	12,971	13,000
5909	General Govt Transfer	10,101	14,900	14,899	14,899	15,000
5911	Engineering Transfer	1,200	5,400	3,062	3,170	3,200
	Total Interfund Transfers	33,958	43,200	36,168	36,959	37,200
	Departmental Grand Total	$ 1,615,674	$ 1,062,690	$ 868,819	$ 1,062,987	$ 1,128,729

City of Live Oak
Fund 13
Department 1300 - Sewer Enterprise Operations

Acct No.	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4401	Services Charges	$ 2,272,082	$ 2,332,000	$ 2,123,054	$ 2,318,010	$ 2,355,000
4405	Penalty Charges	17,706	20,500	10,289	10,289	10,200
4169	Interest Earnings	68,096	43,700	39,524	45,000	32,000
4172	Contributed Capital	0	0	0	0	0
	TOTAL FUND REVENUES	2,357,884	2,396,200	2,172,867	2,373,299	2,397,200
	EXPENDITURES					
5001	Salaries Elected	1,951	2,400	1,982	2,164	1,896
5003	Salaries Permanent	265,955	450,098	337,958	370,190	573,268
5005	Salaries Extra Help	26,133	20,200	26,819	26,990	29,000
5006	Outsourced Personnel	33,768	0	0	0	-
5007	Overtime	2,803	2,500	3,813	4,039	4,000
5009	Certificate Pay	0	0	0	0	17,000
5010	Technology Allowance	0	0	450	495	500
5011	Car Allowance	4,279	3,200	5,445	5,960	6,000
5013	Social Security	18,118	28,020	23,558	25,577	35,575
5015	Medicare	4,238	6,582	5,510	5,982	8,411
5017	Unemployment Insurance	2,918	3,160	3,238	3,244	3,537
5019	Workers Compensation	40,098	30,680	41,216	41,216	37,911
5020	CalPERS Unfunded Liability	18,395	71,920	63,834	71,920	76,400
	$191,000 annually 40% to Sewer					
5021	CalPers City employer rate	26,946	42,700	37,106	40,428	64,293
5022	Noncash pension expense GASB 68	29,022	0	0	0	
5023	CalPers Employee rate paid by City	12,832	11,000	12,047	13,057	11,580
5024	OPEB Expense - GASB 75	187	0	0	0	0
5025	Health Insurance	60,043	92,928	74,019	81,077	111,738
5027	Dental Insurance	4,199	5,760	4,366	4,773	6,146
5029	Vision Insurance	818	1,072	912	1,001	1,214
5031	Life Insurance	815	880	896	985	1,199
	Salary savings vacant postions	0	0	0	0	0
	Total Salaries & Benefits	553,518	773,100	643,169	699,098	989,668
5301	Office Supplies	2,898	3,400	1,988	2,226	2,800
5303	Operating Supplies	12,156	4,000	4,925	5,251	6,000
	$3,000 grease/oil					
5305	Chemicals	1,982	4,000	8,663	10,469	11,000
	$2,000 polymers					
5307	Fuel	9,597	7,200	12,475	13,502	14,000
5308	Inventory	2,584	22,000	9,857	13,769	15,000
	$15,000 UV lights					
	$7,000 spare parts sludge press					
	$2,000 lift station backup radio					
5309	Safety Items	1,559	2,600	2,202	2,635	3,000

Sewer Expenditures cont.

City of Live Oak
Fund 13
Department 1300 - Sewer Enterprise Operations

Acct No.	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5311	Repair/Maint WWTP	86,753	75,000	76,807	88,858	130,000
	$15,000 clarifer repair					
	$25,000 backup pump					
	$50,000 oxidation ditch					
	$35,000 lagoon clean out					
	$5,000 misc plant repairs					
5312	Repairs/Maint Collection System	66,266	65,000	35,200	39,136	75,000
	$7,000 pressure sensors lift stations					
	$50,000 various line repairs					
	$9,000 misc lift station repairs					
5313	Repair & Maint Buildings	393	3,000	66	66	9,000
	$7,000 alarm chemical bldg					
5315	Repair & Maint Vehicles	4,826	6,500	1,602	2,239	4,000
	$5,000 routine maint 5 vehicles					
	$3,000 trans work unit 117					
	$2,000 routine maint vac truck					
5317	Maint & Service Contracts	34,044	49,500	20,049	20,049	35,000
	$18,000 UV Coombs Hopkins					
	$15,000 SCADA Stantec					
	$7,000 electrical maint Tesco					
	$15,000 generator servicing					
	$5,000 Hach					
5319	Small Tools and Equip	8,630	9,900	4,614	10,257	10,500
5321	Rents & Leases	10,084	7,300	10,022	12,683	12,500
	$1,500 copier lease					
5323	Communications	6,519	8,500	9,059	10,394	10,500
5325	Advertising	1,450	0	0	0	500
5327	Postage	6,122	7,000	5,113	5,551	5,800
5329	Printing & Copying	4,142	4,200	2,698	3,767	4,000
5331	Travel, Lodging & Meals	0	0	0	0	500
5333	Dues & Subscriptions	1,395	2,000	10	10	1,500
5335	Professional Dev	541	30,000	125	125	8,000
5337	Licenses & Permits	19,728	19,000	17,758	20,125	21,000
	$7,000 WWTP permit SWRCB					
	$3,000 FRAQMD generators					
	$2,000 SWRCP LS permit					
	$1,000 Sutter Co permit					
5339	Utilities	45,598	24,400	25,666	31,721	33,000
5912	Utilities - Sewage Plant	137,169	108,400	129,029	159,788	164,000
5341	Professional Services	487,382	190,000	212,418	231,653	190,000
	$22,000 audit 50% share					
	$69,000 accounting services 35%					
	$65,000 Yuba City Lab					
	$20,000 Bill Lewis					
5343	Liability Insurance	33,407	33,400	27,114	27,114	28,000
5345	Property & Other Insurance	38,177	38,200	50,294	50,294	52,000

City of Live Oak
Fund 13
Department 1300 - Sewer Enterprise Operations

Acct No.	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4401	Services Charges	$ 2,272,082	$ 2,332,000	$ 2,123,054	$ 2,318,010	$ 2,355,000
4405	Penalty Charges	17,706	20,500	10,289	10,289	10,200
4169	Interest Earnings	68,096	43,700	39,524	45,000	32,000
4172	Contributed Capital	0	0	0	0	0
	TOTAL FUND REVENUES	2,357,884	2,396,200	2,172,867	2,373,299	2,397,200
	EXPENDITURES					
5001	Salaries Elected	1,951	2,400	1,982	2,164	1,896
5003	Salaries Permanent	265,955	450,098	337,958	370,190	573,268
5005	Salaries Extra Help	26,133	20,200	26,819	26,990	29,000
5006	Outsourced Personnel	33,768	0	0	0	-
5007	Overtime	2,803	2,500	3,813	4,039	4,000
5009	Certificate Pay	0	0	0	0	17,000
5010	Technology Allowance	0	0	450	495	500
5011	Car Allowance	4,279	3,200	5,445	5,960	6,000
5013	Social Security	18,118	28,020	23,558	25,577	35,575
5015	Medicare	4,238	6,582	5,510	5,982	8,411
5017	Unemployment Insurance	2,918	3,160	3,238	3,244	3,537
5019	Workers Compensation	40,098	30,680	41,216	41,216	37,911
5020	CalPERS Unfunded Liability	18,395	71,920	63,834	71,920	76,400
	$191,000 annually 40% to Sewer					
5021	CalPers City employer rate	26,946	42,700	37,106	40,428	64,293
5022	Noncash pension expense GASB 68	29,022	0	0	0	
5023	CalPers Employee rate paid by City	12,832	11,000	12,047	13,057	11,580
5024	OPEB Expense - GASB 75	187	0	0	0	0
5025	Health Insurance	60,043	92,928	74,019	81,077	111,738
5027	Dental Insurance	4,199	5,760	4,366	4,773	6,146
5029	Vision Insurance	818	1,072	912	1,001	1,214
5031	Life Insurance	815	880	896	985	1,199
	Salary savings vacant postions	0	0	0	0	0
	Total Salaries & Benefits	553,518	773,100	643,169	699,098	989,668
5301	Office Supplies	2,898	3,400	1,988	2,226	2,800
5303	Operating Supplies	12,156	4,000	4,925	5,251	6,000
	$3,000 grease/oil					
5305	Chemicals	1,982	4,000	8,663	10,469	11,000
	$2,000 polymers					
5307	Fuel	9,597	7,200	12,475	13,502	14,000
5308	Inventory	2,584	22,000	9,857	13,769	15,000
	$15,000 UV lights					
	$7,000 spare parts sludge press					
	$2,000 lift station backup radio					
5309	Safety Items	1,559	2,600	2,202	2,635	3,000

Sewer Expenditures cont.

City of Live Oak
Fund 13
Department 1300 - Sewer Enterprise Operations

Acct No.	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5311	Repair/Maint WWTP	86,753	75,000	76,807	88,858	130,000
	$15,000 clarifer repair					
	$25,000 backup pump					
	$50,000 oxidation ditch					
	$35,000 lagoon clean out					
	$5,000 misc plant repairs					
5312	Repairs/Maint Collection System	66,266	65,000	35,200	39,136	75,000
	$7,000 pressure sensors lift stations					
	$50,000 various line repairs					
	$9,000 misc lift station repairs					
5313	Repair & Maint Buildings	393	3,000	66	66	9,000
	$7,000 alarm chemical bldg					
5315	Repair & Maint Vehicles	4,826	6,500	1,602	2,239	4,000
	$5,000 routine maint 5 vehicles					
	$3,000 trans work unit 117					
	$2,000 routine maint vac truck					
5317	Maint & Service Contracts	34,044	49,500	20,049	20,049	35,000
	$18,000 UV Coombs Hopkins					
	$15,000 SCADA Stantec					
	$7,000 electrical maint Tesco					
	$15,000 generator servicing					
	$5,000 Hach					
5319	Small Tools and Equip	8,630	9,900	4,614	10,257	10,500
5321	Rents & Leases	10,084	7,300	10,022	12,683	12,500
	$1,500 copier lease					
5323	Communications	6,519	8,500	9,059	10,394	10,500
5325	Advertising	1,450	0	0	0	500
5327	Postage	6,122	7,000	5,113	5,551	5,800
5329	Printing & Copying	4,142	4,200	2,698	3,767	4,000
5331	Travel, Lodging & Meals	0	0	0	0	500
5333	Dues & Subscriptions	1,395	2,000	10	10	1,500
5335	Professional Dev	541	30,000	125	125	8,000
5337	Licenses & Permits	19,728	19,000	17,758	20,125	21,000
	$7,000 WWTP permit SWRCB					
	$3,000 FRAQMD generators					
	$2,000 SWRCP LS permit					
	$1,000 Sutter Co permit					
5339	Utilities	45,598	24,400	25,666	31,721	33,000
5912	Utilities - Sewage Plant	137,169	108,400	129,029	159,788	164,000
5341	Professional Services	487,382	190,000	212,418	231,653	190,000
	$22,000 audit 50% share					
	$69,000 accounting services 35%					
	$65,000 Yuba City Lab					
	$20,000 Bill Lewis					
5343	Liability Insurance	33,407	33,400	27,114	27,114	28,000
5345	Property & Other Insurance	38,177	38,200	50,294	50,294	52,000

City of Live Oak
Fund 13
Department 1300 - Sewer Enterprise Operations

Acct No.	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5347	Vehicle Insurance		0	0	0	
Sewer Expenditures cont.						
5349	Fidelity Insurance	342	0	359	736	800
5353	Special Departmental Expense	280	400	0	0	500
5360	Sludge Removal	13,848	30,000	10,306	10,306	15,000
	Total Services/Supplies	1,037,872	754,900	678,419	772,724	862,900
5501	Principal	0	276,000	0	276,000	280,000
5503	Interest	84,129	84,000	99,894	84,000	78,250
5505	Depreciation Expense	0	0	0	0	
	Total Debt Service	84,129	360,000	99,894	360,000	358,250
5701	Buildings & Structures	0	182,500	83,156	83,156	110,000
	$90,000 plant filter rehab					
	$20,000 misc bldg repairs					
5703	Vehicles & Heavy Equip	0	0	0	0	
5705	Capital Projects	0	895,000	1,276	8,475	1,700,000
	$740,000 "P" Street lift station					
	$210,000 engineering/contingencies					
	$750,000 solar project					
	Total Capital Outlay	0	1,077,500	84,432	91,631	1,810,000
5901	Interfund Transfer		0	0	0	0
5903	Legal Cost Transfer	17,756	14,600	9,702	10,540	10,800
5905	Finance Cost Transfer	33,799	26,000	22,569	22,946	23,200
5909	General Govt Transfer	23,200	26,500	26,502	26,502	26,800
5911	Engineering Cost Transfer	2,900	9,700	5,505	5,698	6,100
	Total Interfund Transfers	77,655	76,800	64,278	65,686	66,900
	Departmental Grand Total	$ 1,753,174	$ 3,042,300	$ 1,570,192	$ 1,989,139	$ 4,087,718

City of Live Oak
Fund 14
Department 1400 Streets/Roads Revenue Sources

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4157	Cal Trans Reimbursement		$ 8,000	$ 6,673	$ 7,400	$ 7,500
4158	Recology Road Maint		0	4,892	4,892	0
4169	Interest Earnings		2,900	4,703	5,700	4,000
4500	2103 Gas Tax		74,900	49,549	65,042	74,691
4501	2105 Gas Tax		48,900	35,498	45,130	46,857
4503	2106 Gas Tax		33,500	24,798	31,642	32,692
4505	2107 Gas Tax		64,100	43,480	56,369	56,369
4507	2107.5 Gas Tax		2,000	2,000	2,000	2,000
4508	State Gas Tax Rehab		145,300	131,348	147,237	151,930
4509	State Gas Tax Prior Yrs		0	9,938	9,938	0
4601	Grants		0			
	TOTAL FUND REVENUES	$ -	$ 379,600	$ 312,879	$ 375,350	$ 376,039

City of Live Oak
Fund 14
Department 1400 Streets/Roads

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
5003	Salaries Permanent	$ 36,349	$ 123,300	$ 86,853	$ 94,847	$ 126,507
5005	Salaries Extra Help	9,965	17,200	11,864	12,035	13,650
5007	Overtime	1,542	1,500	2,487	2,625	3,000
5011	Car Allowance	25				
5012	Bilingual Pay	150		275	300	300
5013	Social Security	2,904	8,500	6,274	6,773	8,275
5015	Medicare	679	2,000	1,467	1,583	1,966
5017	Unemployment Insur.	835	2,500	1,263	1,269	2,325
5019	Workers Compensation	2,234	9,800	2,296	2,296	9,123
5019	CalPERS Unfunded Liability	0	17,200	15,958	17,409	19,100
	$191,000 annually 10% to Streets					
5021	CalPers City employer rate	2,498	10,100	9,144	9,978	10,439
5023	CalPers Employee rate paid by City	384	1,600	384	417	2,307
5025	Health Insurance	6,429	12,000	16,593	18,250	15,176
5027	Dental Insurance	531	800	1,118	1,200	1,171
5029	Vision Insurance	101	100	190	209	243
5031	Life Insurance	116	200	218	239	266
	Total Salaries & Benefits	64,742	206,800	156,384	169,430	213,848
5301	Office Supplies	2,446	2,700	1,742	1,913	2,500
5303	Operating Supplies	3,199	2,700	1,307	1,388	2,000
5305	Chemicals	-	0	255	255	500
5307	Fuel	801	800	230	230	500
5308	Signs	1,040	1,000	1,342	1,588	1,500
5309	Safety Items	2,125	2,000	1,814	1,814	2,000
5311	Repair & Maintenance	27,449	7,000	0	0	12,000
	$10,000 tree trimming					
5315	Repair & Maint Vehicles	4,050	2,500	2,332	2,610	3,000
5319	Small Tools and Equip	1,581	1,500	1,506	2,655	2,000
5321	Rents & Leases	179	300	390	696	800
5323	Communications	1,998	2,100	1,377	1,461	1,500
5329	Printing & Copying	696	800	146	242	500
5331	Travel, Lodging & Meals	0	1,000	0	0	500
5333	Dues & Subscriptions	815	1,100	1,062	1,062	1,000
5335	Professional Dev.	0	1,000	0	0	500
5337	Licenses & Permits	1,171	1,600	961	961	1,200
5339	Utilities	1,353	1,500	1,579	1,830	2,000
5341	Professional Services	11,097	28,000	15,985	23,083	25,000
	$19,700 accounting services 10%					
5341	Street Sweeping Services	22,809	22,500	14,515	22,000	23,000
5343	Liability Insurance	3,242	4,400	3,341	3,341	3,500
5345	Property & Other Insur	1,553	2,100	1,815	1,845	1,900
5353	Special Department Expense	0	57,500	0	0	0
	$50K traffic devices					
	Total Services and Supplies	87,604	144,100	51,699	68,974	87,400

Streets/Roads Expenditures cont.

5703	Vehicles & Heavy Equip *$32,000 Pickup Truck* *$10,000 flail mower* *$20,000 tractor split w/Sewer*	0	0	0	0	62,000
5705	Capital Projects *$50K traffic devices*	0	0	0	0	50,000
	Total Equipment & Projects	0	0	0	0	112,000
5901	Interfund Transfer	39,979	0	0	0	0
5903	Legal Cost Transfer	1,120	2,500	1,661	1,804	1,900
5905	Finance Cost Transfer	2,100	4,300	3,735	3,797	3,900
5909	General Govt Transfer	1,400	4,400	4,399	4,399	4,500
5911	Engineering Transfer	201	1,600	909	941	1,000
	Total Interfund Transfers	44,800	12,800	10,704	10,941	11,300
	Departmental Grand Total	$ 197,146	$ 363,700	$ 218,787	$ 249,345	$ 424,548

City of Live Oak
Fund 14
Department 1415 - Storm Drains

Acct#	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	EXPENDITURES					
5311	Repair & Maintenance	0	$ 2,500	0	0	$ 1,500
	$1,500 generator servicing					
5311	Repair & Maintenance					
	Tree Trimming including trails					
5337	Licenses & Permits	320		352	352	400
5339	Utilities	1,699		1,179	1,401	1,500
5341	Professional Services	388		0		
	Total Services and Supplies	2,407	2,500	1,531	1,753	3,400
	Departmental Grand Total	$ 2,407	$ 2,500	$ 1,531	$ 1,753	$ 3,400

City of Live Oak
Fund 15
Department 1500 - Streets/Roads

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4511	Transportation Tax Non Transit	$ 403,656	$ 409,100	$ -	$ 409,100	$ 390,000
4169	Interest Earnings	13,366	7,200	7,171	8,000	$ 5,000
4601	Grant Proceeds	0	0			
	TOTAL FUND REVENUES	417,022	416,300	7,171	417,100	395,000
	EXPENDITURES					
5333	Dues & Subscriptions	815	-	1,062	1,062	1,000
5341	Professional Services	2,960	15,000	2,177	8,511	15,000
	Total Services and Supplies	3,775	15,000	3,239	9,573	16,000
5705	Capital Projects	0	798,000	0	798,000	370,000
	Total Capital Outlay	0	798,000	0	798,000	370,000
5901	Interfund Transfer	382,748	0	0	0	0
5903	Legal Cost Transfer	158	100	66	72	100
5905	Finance Cost Transfer	200	300	261	265	300
5909	General Govt Transfer	198	300	298	298	300
5911	Engineering Cost Transfer	0	100	55	57	100
	Total Interfund Transfers	383,304	800	680	692	800
	Departmental Grand Total	$ 387,079	$ 813,800	$ 3,919	$ 808,265	$ 386,800

5705 Set aside of $370,000 for Highway 99 utility re-location project

City of Live Oak
Fund 17
Department 1700 - COPS

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4607	COPS Grant	$ 111,220	$ 100,000	$ 254,618	$ 254,618	$ 100,000
4169	Interest Earnings	6,122	3,500	3,782	4,500	3,000
	TOTAL FUND REVENUES	117,342	103,500	258,400	259,118	103,000
	EXPENDITURES					
5319	Small Tools and Equipment Replace in-car cameras	42,053	18,000	92,683	92,683	75,000
5337	Licenses & Permits LGCrimes software Patrol MDT's LGDispatch software GPS tracking		15,100	0	0	5,000
5353	Special Departmental Expense	30	40,000	41,951	41,951	20,000
	Total Services and Supplies	42,083	73,100	134,634	134,634	100,000
5703	Vehicles & Equipment *$45K traffic motorcycle*	69137	90,000	0	0	45,000
	Total Capital Outlay	69137	90,000	-	-	45,000
	TOTAL FUND EXPENDITURES	$ 111,220	$ 163,100	$ 134,634	$ 134,634	$ 145,000

City of Live Oak
Fund 18
Department 1800 - Sidewalk Improvement

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4169	Interest Earnings	$ 316	$ 300	$ 180	230	$ 200
	TOTAL FUND REVENUES	316	300	180	230	200
	EXPENDITURES					
5705	Capital Projects	0	17,500	0	0	17,500
	Total Capital Outlay	0	17,500	0	0	17,500
	TOTAL FUND EXPENDITURES	0	$ 17,500	0	0	$ 17,500

Note 2: Provides $17,500 for sidewalk projects

City of Live Oak
Fund 20
Department 2000 - Street Lighting

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4703	Assessments	$ 54,832	$ 57,000	$ 31,597	$ 52,325	$ 54,464
4157	Caltrans Reimbursement	1,774	1,800	1,478	1,478	1,500
4169	Interest Earnings	1,848	1,000	1,088	1,300	1,000
	Total Revenues	58,454	59,800	34,163	55,103	56,964
	EXPENDITURES					
5339	Utilities	51,977	56,800	36,771	52,000	55,000
5341	Professional Services	0	500	0	0	0
5353	Special Department Expense	0	105,000	0	64,000	0
	$85K Set aside Hwy 99 project					
	$20K street lighting plan					
	Total Services and Supplies	51,977	162,300	36,771	116,000	55,000
5901	Interfund Transfer		0			
5903	Legal Cost Transfer	400	1,600	1,063	1,155	1,200
5905	Finance Cost Transfer	800	2,800	2,429	2,469	2,600
5909	General Govt Transfer	500	2,800	2,799	2,799	2,900
	Total Interfund Transfers	1,700	7,200	6,291	6,423	6,700
	Total Expenditures	$ 53,677	$ 169,500	$ 43,062	$ 122,423	$ 61,700

City of Live Oak
Fund 21
Department 2100 - CFD 92-1 Mello Roos

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4701	Mello Roos CFD 92-1	$ 132,930	$ 134,000	$ 68,339	$ 130,000	$ 129,700
4169	Interest Earnings	2,995	1,600	1,477	1,700	1,200
	TOTAL FUND REVENUES	135,925	135,600	69,816	131,700	130,900
	EXPENDITURES					
5341	Professional Services	6,259	8,500	6,275	6,275	7,000
5353	Special Dept Expense	90,128	71,000	0	67,000	67,000
	Pass thru to Live Oak Unified					
	Total Services and Supplies	96,387	79,500	6,275	73,275	74,000
5903	Legal Cost Transfer	1,199	600	399	399	500
5905	Finance Cost Transfer	2,299	1,100	955	955	1,000
5909	General Govt Transfer	1,499	1,100	1,099	1,099	1,200
5913	Public Safety Expenditure	53,000	53,000	-	53,000	54,000
	Total Interfund Transfers	57,997	55,800	2,453	55,453	56,700
	TOTAL FUND EXPENDITURES	$ 154,384	$ 135,300	$ 8,728	$ 128,728	$ 130,700

*This CFD sunsets in Fiscal Year 2022-23

Line Item Detail:
5913 Includes $54,000 transfer to General Fund for animal facility debt payment

City of Live Oak
Fund 22
Department 2200 - Fire Assessment

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4703	Assessment	$ 121,581	$ 118,000	$ 68,872	$ 127,000	$ 127,276
4169	Interest Earnings	28	0	253	400	200
	TOTAL FUND REVENUES	121,609	118,000	69,125	127,400	127,476
	EXPENDITURES					
5341	Professional Services	0	1,200			
	Total Services and Supplies	0	1,200	0	0	0
5903	Legal Cost Transfer	1,120	1,100	731	794	800
5905	Finance Cost Transfer	2,100	1,900	1,649	1,676	1,700
5909	General Govt Transfer	1,399	1,900	1,897	1,897	1,900
5913	Public Safety Expenditure	112,100	113,100	0	102,000	163,000
	Total Interfund Transfers	116,719	118,000	4,277	106,367	167,400
	TOTAL FUND EXPENDITURES	$ 116,719	$ 119,200	$ 4,277	$ 106,367	$ 167,400

5913 Includes $163,000 transfer to General Fund for annual fire services

City of Live Oak
Fund 23
Department 2300 - Fire CFD 2004-1 Mello Roos

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4709	Fire Assessment	$ 97,905	$ 97,000	$ 57,007	$ 105,960	$ 113,300
4170	Interest Earnings		0	107	107	0
	TOTAL FUND REVENUES	97,905	97,000	57,114	106,067	113,300
	EXPENDITURES					
5341	Professional Services	-	2,200	0		-
	Total Services and Supplies	-	2,200	0	-	-
5903	Legal Cost Transfer	958	700	465	505	600
5905	Finance Cost Transfer	1,799	1,300	1,129	1,148	1,200
5909	General Govt Transfer	1,200	1,300	1,301	1,301	1,400
5913	Public Safety Expenditure	93,100	92,800	-	92,800	92,800
	Total Interfund Transfers	97,057	96,100	2,895	95,754	96,000
	TOTAL FUND EXPENDITURES	$ 97,057	$ 98,300	$ 2,895	$ 95,754	$ 96,000

5913 Includes $92,800 transfer to General Fund for annual fire services

City of Live Oak
Fund 24
Dept 2400 - Police CFD 2004-1 Mello Roos

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4711	Police Assessment	$ 265,516	$ 294,000	$ 154,602	$ 287,358	$ 307,400
4169	Interest Earnings		100	299	299	200
4170	Unrealized Gain/Loss		0	0	0	
	TOTAL FUND REVENUES	265,516	294,100	154,901	287,657	307,600
	EXPENDITURES					
5341	Professional Services	10,175	20,500	10,239	13,018	15,000
	Total Services and Supplies	10,175	20,500	10,239	13,018	15,000
5903	Legal Cost Transfer	2,560	2,600	1,728	1,877	1,900
5905	Finance Cost Transfer	4,901	4,500	3,904	3,969	4,000
5909	General Govt Transfer	3,299	4,600	4,600	4,600	4,600
5913	Public Safety Expenditure	235,000	248,800	-	248,800	278,800
	Total Interfund Transfers	245,760	260,500	10,232	259,246	289,300
	TOTAL FUND EXPENDITURES	$ 255,935	$ 281,000	$ 20,471	$ 272,264	$ 304,300

City of Live Oak
Fund 25
Dept 2500-Animal Services CFD 2004-1 Mello Roos

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4713	Animal Control Assessment	$ 15,430	$ 16,400	$ 8,985	$ 16,700	$ 17,800
4169	Interest Earnings		0	20	20	20
4170	Unrealized Gain/Loss		0	0	0	0
	TOTAL FUND REVENUES	15,430	16,400	9,005	16,720	17,820
	EXPENDITURES					
5341	Professional Services	0	-	0	0	0
	Total Services and Supplies	0	0	0	0	0
5903	Legal Cost Transfer	158	100	66	72	100
5905	Finance Cost Transfer	299	200	174	177	200
5909	General Govt Transfer	199	200	200	200	200
5913	Public Safety Expenditure	8,500	15,200	-	15,200	15,200
	Total Interfund Transfers	9,156	15,700	440	15,649	15,700
	TOTAL FUND EXPENDITURES	$ 9,156	$ 15,700	$ 440	$ 15,649	$ 15,700

City of Live Oak
Fund 26
Dept 2600 - Street Lighting CFD 2004-1 Mello Roos

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4715	Street Light Assessment	$ 15,963	$ 17,800	$ 9,295	$ 17,276	$ 18,400
4169	Interest Earnings		-			
4170	Unrealized Gain/Loss		-			
	TOTAL FUND REVENUES	15,963	17,800	9,295	17,276	18,400
	EXPENDITURES					
5339	Utilities	30,795	34,200	21,349	25,654	26,000
5341	Professional Services	0	0	0	0	0
	Total Services and Supplies	30,795	34,200	21,349	25,654	26,000
5903	Legal Cost Transfer	241	300	197	214	300
5905	Finance Cost Transfer	500	600	520	529	600
5909	General Govt Transfer	300	600	601	601	600
	Total Interfund Transfers	1,041	1,500	1,318	1,344	1,500
	TOTAL FUND EXPENDITURES	$ 31,836	$ 35,700	$ 22,667	$ 26,998	$ 27,500

City of Live Oak
Fund 27
Dept 2700-Parks/Rec / Pool CFD 2004-1 Mello Roos

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4717	Parks/Rec /Pool Assessment	$ 121,317	$ 119,000	$ 70,639	$ 131,298	$ 140,400
4169	Interest Earnings	38	0	143	143	100
4170	Unrealized Gain/Loss		0			
	TOTAL FUND REVENUES	121,355	119,000	70,782	131,441	140,500
	EXPENDITURES					
5339	Utilities	12,739	1,500	1,070	1,380	1,400
5353	Special Dept Expense	6,800	7,000	-	-	5,000
5341	Professional Services	7,249	6,700	5,400	6,520	7,000
	Total Services and Supplies	26,788	15,200	6,470	7,900	13,400
5903	Legal Cost Transfer	1,280	1,100	730	793	800
5905	Finance Cost Transfer	2,404	2,000	1,735	1,764	1,800
5909	General Govt Transfer	1,704	2,100	2,101	2,101	2,100
5911	Parks/Rec/Pool Expenditure	103,500	98,600	-	98,600	98,600
	Total Interfund Transfers	108,888	103,800	4,566	103,258	103,300
	TOTAL FUND EXPENDITURES	$ 135,676	$ 119,000	$ 11,036	$ 111,158	$ 116,700

City of Live Oak
Fund 28
Dept 2800-Storm Drainage CFD 2004-1 Mello Roos

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4719	Storm Drainage Assessment	$ 15,963	$ 15,700	$ 9,294	$ 17,276	$ 18,400
4169	Interest Earnings	2,082	1,100	1,256	1,256	1,000
4170	Unrealized Gain/Loss		100			
	TOTAL FUND REVENUES	18,045	16,900	10,550	18,532	19,400
	EXPENDITURES					
5311	Repair & Maintenance	3,539	2,100	1,353	1,353	1,500
5337	Licenses & Permits	461	600	460	460	600
5339	Utilities	1,525	1,100	1,012	1,192	1,200
5341	Professional Services		8,100	675	675	5,000
	Total Services and Supplies	5,525	11,900	3,500	3,680	8,300
5705	Capital Projects		109,000	0	0	109,000
	Total Capital Outlay	0	109,000	0	0	109,000
5903	Legal Cost Transfer	321	100	68	74	100
5905	Finance Cost Transfer	601	100	88	89	100
5909	General Govt Transfer	404	100	101	101	100
5911	Storm Drain Maint Transfer		0	0	0	
	Total Interfund Transfers	1,326	300	257	264	300
	TOTAL FUND EXPENDITURES	$ 6,851	$ 121,200	$ 3,757	$ 3,944	$ 117,600

5705 For City designated drainage projects

City of Live Oak
Fund 30
Dept 3000 - Parks & Recreation - Parks AB1600

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4705	Impact Fees	$ -	$ 58,400	112,353		$ 106,000
4169	Interest Earnings	771	700	1,256		
	TOTAL FUND REVENUES	771	59,100	113,609	-	106,000
	EXPENDITURES					
5705	Capital Projects	0	43,000	0	0	60,000
	Total Capital Outlay	0	43,000	0	0	60,000
	TOTAL FUND EXPENDITURES	0	$ 43,000	0	0	$ 60,000

4705 Expecting fees for 42 homes in FY 20-21
5705 Cash available for projects
AB1600 Impact fees can only be used for new or expanded facilities

City of Live Oak
Fund 31
Dept 3100-Community Center AB1600

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4705	Impact Fees	$ 3,219	$ 15,300	27,636	27,636	$ 28,056
4169	Interest Earnings	468	2,000	2,253	2,500	1,500
	TOTAL FUND REVENUES	3,687	17,300	29,889	30,136	29,556
	EXPENDITURES					
5705	Capital Projects	0	205,000	0	0	235,000
	$35K trash enclosure Com Bldg					
	Total Capital Outlay	0	205,000	0	0	235,000
	TOTAL FUND EXPENDITURES	0	$ 205,000	0	0	$ 235,000

4705 Expecting fees for 42 homes in FY 20-21
5705 Cash available for projects
AB1600 Impact fees can only be used for new or expanded facilities

City of Live Oak
Fund 32
Dept 3200-Gov't Services - Public Works AB1600

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4705	Impact Fees	$ -	$ 11,300	20,475	20,475	$ 20,700
4169	Interest Earnings	199	100	228	350	200
	TOTAL FUND REVENUES	199	11,400	20,703	20,825	20,900
	EXPENDITURES					
5705	Capital Projects	0	11,000	0	0	31,000
	Total Capital Outlay	0	11,000	0	0	31,000
	TOTAL FUND EXPENDITURES	0	$ 11,000	0	0	$ 31,000

4705 Expecting fees for 42 homes in FY 20-21
5705 Cash available for projects
AB1600 Impact fees can only be used for new or expanded facilities

City of Live Oak
Fund 33
Dept 3300 - Gov't Services - General Gov't AB1600

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4705	Impact Fees	$ -	$ 11,100	35,847	35,847	$ 36,400
4169	Interest Earnings	5,901	3,500	3,556	4,000	2,500
	TOTAL FUND REVENUES	5,901	14,600	39,403	39,847	38,900
	EXPENDITURES					
5341	Professional Services		1,200	946	946	5,000
	Total Services and Supplies	0	1,200	946	946	5,000
5705	Capital Projects *$35K trash enclosure CityHall*	0	327,000	0	0	360,000
	Total Capital Outlay	-	327,000	0	0	360,000
	TOTAL FUND EXPENDITURES	$ -	$ 328,200	$ 946	$ 946	$ 365,000

4705 Expecting fees for 42 homes in FY 20-21
5705 Cash available for projects
AB1600 Impact fees can only be used for new or expanded facilities

City of Live Oak
Fund 34
Department 3400 - Public Safety - Police AB1600

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4705	Impact Fees	$ -	$ 10,900	19,623	19,623	$ 19,900
4169	Interest Earnings	2,721	1,700	1,659	1,900	1,000
	TOTAL FUND REVENUES	2,721	12,600	21,282	21,523	20,900
	EXPENDITURES					
5705	Capital Projects	-	151,000	0	0	172,000
	Total Capital Outlay	-	151,000	0	0	172,000
	TOTAL FUND EXPENDITURES	$ -	$ 151,000	0	0	$ 172,000

4705 Expecting fees for 42 homes in FY 20-21
5705 Cash available for projects
AB1600 Impact fees can only be used for new or expanded facilities

City of Live Oak
Fund 35
Dept 3500 - Public Safety - Fire AB1600

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4705	Impact Fees	$ -	$ 30,200	54,351	54,351	$ 55,230
4169	Interest Earnings	1,487	700	2,764	3,000	1,500
	TOTAL FUND REVENUES	1,487	30,900	57,115	57,351	56,730
	EXPENDITURES					
5705	Capital Projects	0	101,000	10,000	10,000	148,000
	Total Capital Outlay	0	101,000	10,000	10,000	148,000
	TOTAL FUND EXPENDITURES	0	$ 101,000	10,000	10,000	$ 148,000

4705 Expecting fees for 42 homes in FY 20-21
5705 Cash available for projects
AB1600 Impact fees can only be used for new or expanded facilities

City of Live Oak
Fund 36
Dept 3600 Roads/Signals AB1600

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4705	Impact Fees		$ 62,800	105,930	105,930	$ 98,500
4169	Interest Earnings	3,333	3,500	1,169	1,300	800
	TOTAL FUND REVENUES	3,333	66,300	107,099	107,230	99,300
	EXPENDITURES					
5341	Professional Services		1,200			5,000
5705	Capital Projects		53,000			107,000
5901	Transfers to Other DIF funds		-			
	Total Capital Outlay	-	54,200	0	0	112,000
	TOTAL FUND EXPENDITURES	$ -	$ 54,200	0	0	$ 112,000

4705 Expecting fees for 42 homes in FY 20-21
5705 Cash available for projects

AB1600 Impact fees can only be used for new or expanded facilities

City of Live Oak
Fund 39
Department 3900 - Flood Control AB1600

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4169	Interest Earnings	36	0	21	21	0
	TOTAL FUND REVENUES	$ 36	$ -	$ 21	21	0
	EXPENDITURES					
5705	Capital Projects	0	2,022	0	0	2,043
	Total Capital Outlay	0	2,022	0	0	2,043
	TOTAL FUND EXPENDITURES	0	$ 2,022	0	0	$ 2,043

5705 Cash available for projects
Note 1: AB1600 Impact fees can only be used for new or expanded facilities

City of Live Oak
Fund 50
Department 5000 - Water Connection Fees

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4403	Connection Fees	$ 109,333	$ 49,700	121,653	121,653	$ 243,300
4169	Interest Earnings	6,296	3,200	4,362	4,362	2,000
	TOTAL FUND REVENUES	115,629	52,900	126,015	126,015	245,300
	EXPENDITURES					
5705	Capital Projects		78,000	0	0	449,000
	Total Capital Outlay	0	78,000	0	-	449,000
5901	Interfund Transfer		0	0	0	0
	Total Interfund Transfers	0	0	0	0	0
	TOTAL FUND EXPENDITURES	$ -	$ 78,000	0	$ -	$ 449,000

4705 Expecting fees for 42 homes in FY 20-21
5705 FY 19-20 Capital Projects includes $78,000 to complete Well #7
5705 FY 20-21 capital projects to be determined at later date

City of Live Oak
Fund 51
Department 5100 - Sewer Connection Fees

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4403	Connection Fees	89,628	$ 288,500	144,228	$ 144,228	$ 288,456
4169	Interest Earnings	1,518	2,300	1,436	1,436	1,000
	TOTAL FUND REVENUES	91,146	290,800	145,664	145,664	289,456
	EXPENDITURES					
5705	Capital Projects	0	377,000	0	0	610,000
	$175,000 Hwy 99 sewer portion					
	$120,000 UV repairs					
	$82,000 motor control panel					
	Total Capital Outlay	0	377,000	-	-	610,000
	Total Expenditures	0	$ 377,000	$ -	$ -	$ 610,000

4705 Expecting fees for 42 homes in FY 20-21
5705 FY 20-21 balance of capital projects to be determined at later date

City of Live Oak
Fund 52
Dept 5200 - Storm Drain Connection Fees

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4403	Connection Fees	29,702	$ 32,800	62,916	62,916	$ 125,832
4169	Interest Earnings	1,095	1,300	2,002	2,002	1,000
	Total Revenues	30,797	34,100	64,918	64,918	126,832
	EXPENDITURES					
5311	Repair & Maintenance		0	0	0	0
	Total Services and Supplies	-	0	0	0	0
5901	Repay DIF loan to Fund 31		34,100	0	34,100	131,000
5901	Transfers Fund 05 Soccer Park		0	0	0	0
5705	Capital Projects	121,339	-	-		
	Total Capital Outlay	121,339	34,100	-	34,100	131,000
	Total Expenditures	$ 121,339	$ 34,100	$ -	$ 34,100	131,000

Expecting fees for 42 homes in FY 20-21

4705 Expecting fees from two homes plus Kristen Court Phase II (24 units)

5705 Cash available for projects

City of Live Oak
Fund 67
Department 6700 - CDBG
Water Main and Pennington Road

	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	Revenues					
4601	CDBG Grant Proceeds		$ 4,800,000	0	0	$ 4,800,000
4602	Program Income	1,425	0	0	0	0
4603	Sutter County CDBG		550,000	0	550,000	550,000
	Total All Revenues	1,425	5,350,000	-	550,000	5,350,000
	Expenditures					
6018	**Skate Park**					
6018	Transfers Fund 05 Skate Park	27,368	0	287,629	292,849	0
		27,368	0	287,629	292,849	0
6022	**Pennington Rd Water Main**					
6022	Transfers Fund 05 County Program Inc		550,000		550,000	550,000
		-	550,000	-	550,000	550,000
6024	**Well #8 and Water Storage**					
6024	Well #8 and Water Storage	0	4,800,000	0	0	4,800,000
	Transfers Program Income	0	550,000	0	0	0
		0	5,350,000	0	0	4,800,000
6700	**CDBG Grant Administration**					
6001	General Administration	17,948	-			0
6019	Activity Delivery	1,478,560	0			0
	Subtotal	1,496,507	-	-	-	0
	Total All Expenditures	$ 1,523,875	$ 5,900,000	$ 287,629	$ 842,849	$ 5,350,000

City of Live Oak
Fund 90
Dept 9000 - CDBG Housing Rehab Program Income

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4901	89-STBG-351 Program Income	0	57,000	0	0	0
4902	91-STBG-531 Program Income	0	0	10,000	10,000	0
4903	94-STBG-804 Program Income	22,059	0	22,122	22,122	90,000
4906	99-STBG-1371 Program Income	858	0	859	859	0
4951	98-EDBG-609 Program Income	9,404	0	4,319	4,671	0
4169	Interest Earnings	1,396	1,000	784	784	500
	TOTAL FUND REVENUES	33,717	58,000	38,084	38,436	90,500
	EXPENDITURES					
	Transfer Pennington Rd East		0	0	0	0
5901	Interfund Transfer CDBG Prog		0	0	0	0
	Total Interfund Transfers	-	0	0	0	0
6001	General Administration	16,896	0	6,537	6,537	5,000
6003	Activity Delivery		58,000	104,079	104,079	85,500
6005	Housing Rehabilitation		0			
	Total Grant Expenditures	16,896	58,000	110,616	110,616	90,500
	Departmental Grand Total	$ 16,896	$ 58,000	$ 110,616	$ 110,616	$ 90,500

City of Live Oak
Fund 92
Department 9200 - HOME Program Income

Acct #	Description	Actual Expenditure FY 2018-19	Adopted Budget FY 2019-20	Actuals Thru 5-31-20 FY 2019-20	Projected FY 2019-20	Proposed Budget FY 2020-21
	REVENUES					
4972	97-HOME-Program Income	25,321	0	400	400	
4973	HOME-0483 Program Income		0	0	0	
4975	06-HOME-Program Income	405	50,000	0	0	90,000
4978	HOME-7661 Program Income		0	0	0	
4979	HOME-9274 Program Income	6,792	0	0	0	
4169	Interest Earnings	6,106	0	6,439	6,439	3,500
	TOTAL FUND REVENUES	38,624	50,000	6,839	6,839	93,500
	EXPENDITURES					
6001	General Administration	6,924	0	7,268	7,268	10,000
6003	Activity Delivery		355,000	1,206	1,206	
6010	Eligible Housing Activities		0	214,665	214,665	83,500
	Total Grant Expenditures	6,924	355,000	223,139	223,139	93,500
	Departmental Grand Total	$ 6,924	$ 355,000	$ 223,139	$ 223,139	$ 93,500

6010 For City designated housing activities