LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA NOVEMBER 18, 2026 6:00 PM

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

MEMBERS OF THE COUNCIL

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

BENJAMIN MOODY,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

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

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

Public Participation Options:

- ***Public Comment:*** *Members of the public can submit general public comments, as well as comment on specific agenda items in the following ways:*
  - ***Public Attendance:*** *Members of the public who attend in person may make comments from the Council Chamber podium.*
  - ***Email Public Comment:*** *Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via email to the City Clerk at cmenchaca@liveoakcity.org. Comments will be distributed to Council prior to the meeting and reflected in the meeting minutes. Please note that emailed comments will NOT be read aloud during the meeting unless an approved accommodations request has been granted.*
- ***Remote Participation – Viewing Only - No Public Participation via Remote:***
  - *The meeting will be livestreamed for public viewing, but not participation, as follows:*
    - *Granicus livestream:* https://liveoakca.granicus.com/ViewPublisher.php?view_id=1.
    - *Zoom livestream:*
      - ***Join by Electronic Device:***
        https://us02web.zoom.us/j/85242812437

- ***Join by Phone:***

1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: *852 4281 2437*

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE AND INVOCATION

CORRECTIONS AND/OR CHANGES TO THE AGENDA

PRESENTATIONS AND RECOGNITIONS

PUBLIC COMMENT

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

CONSENT ITEMS

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

1. City Council Meeting Minutes
   Recommendation: Approve the November 4, 2026, City Council Regular Meeting minutes. (Clarissa Menchaca, City Clerk)

BUSINESS ITEMS

2. Fire Services
   Recommendation: 1) Authorize the City Manager to enter into an agreement with Bi-County Ambulance to provide enhanced 24/7 EMT medical response to the City of Live Oak beginning November 30, 2026, through June 30, 2027, in an amount not to exceed $240,000, subject to contract review and approval by the City Attorney. Additionally, authorize the Finance Director to process a budget adjustment increasing appropriations by $240,000 and take all necessary accounting and financial actions to facilitate the allocation and expenditure of the authorized funds; 2) Authorize the City Manager to contract for services with adjacent agencies to provide fee-for-service response to Fire needs within the City Limits, in an amount not to exceed $100,000. Additionally, authorize the Finance Director to reallocate existing budget appropriations in the amount of $100,000 and take all necessary accounting and financial actions to facilitate the authorized use of funds; 3) Authorize the City Manager to obtain consultant services in an amount not to exceed $60,000 to work to establish a City operated Fire Department, with an intent to utilize enhanced use of paid interns, per diem, and volunteer fire response options for the City of Live Oak. Additionally, authorize the Finance Director to reallocate existing budget appropriations in the amount of $60,000 and take all necessary accounting and financial actions to facilitate the authorized use of funds; and 4) Recommend the City Manager provide Council citywide cost reduction scenarios for implementation to reduce the City's structural deficits. (Benjamin Moody, City Manager)

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

COUNCILMEMBER REPORTS / COMMENTS / REQUESTS

CLOSED SESSION

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

3. Public Employee Discipline/Dismissal/Release Pursuant to California Government Code Section 54954.5

ADJOURNMENT

CITY OF LIVE OAK
STAFF REPORT

Date: November 18, 2026

To: Honorable Mayor & Members of the City Council

From: Clarissa Menchaca, City Clerk

Subject: City Council Meeting Minutes

Background:
Submitted for approval are the November 4, 2026, City Council Regular Meeting minutes.

Recommendation:
Approve the November 4, 2026, City Council Regular Meeting minutes.

Attachments:
Minutes

LIVE OAK CITY COUNCIL

MINUTES NOVEMBER 4, 2026 6:00 PM

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

MEMBERS OF THE COUNCIL

JERAMY CHAPDELAINE, MAYOR
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BOB WOTEN, COUNCILMEMBER

BENJAMIN MOODY,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

CALL TO ORDER

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

ROLL CALL

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

PLEDGE OF ALLEGIANCE AND INVOCATION

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

CORRECTIONS OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY

There were no corrections or changes to the agenda.

PRESENTATIONS AND RECOGNITIONS

There were no presentations or recognitions.

PUBLIC COMMENT

The following member of the public submitted a written public comment: Hardeep Mundh.

CONSENT ITEMS

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

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

VOTE: **MOTION PASSED 4-0-1**
AYES: **COUNCILMEMBERS WOTEN, HERNANDEZ, VICE MAYOR PAMMA, AND MAYOR CHAPDELAINE**
NOES: **NONE**
ABSTAIN: **COUNCILMEMBER SANTANA**

1. City Council Meeting Minutes
Clarissa Menchaca, City Clerk
Council action: October 21, 2026, City Council Regular Meeting minutes approved.

BUSINESS ITEMS

2. Stop Sign Installation – Allen St. and Linda St.
Benjamin Moody, City Manager

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

Public Comment was opened and closed without any speakers.

MOTION: **ADOPT A RESOLUTION APPROVING THE INSTALLATION OF STOP SIGNS AND STOP LEGENDS AT THE INTERSECTION OF ALLEN STREET AND LINDA STREET, IN ALL DIRECTIONS, INCLUDING THE EASTBOUND AND WESTBOUND DIRECTIONS OF ALLEN STREET AT THE LINDA STREET INTERSECTION, AND IN THE NORTHBOUND DIRECTION OF LINDA STREET AT THE ALLEN STREET INTERSECTION.**
(MOTION: CHAPDELAINE; SECOND: PAMMA)

VOTE: **MOTION PASSED UNANIMOUSLY**

Reference Resolution No. 34-2026.

DISCUSSION ITEMS

3. Update on the Sutter Subbasin Groundwater Management Coordination Committee's Progress Towards Presentation and Adoption of the Groundwater Sustainability Plan Amendment
Jeff Rabo, City Engineer

Jeff Rabo, City Engineer, provided a report for the Council.

Public Comment was opened and closed without any speakers.

Council action: Received and Filed.

4. Cash Analysis
Ethan Gutierrez, Finance Director

Ethan Gutierrez, Finance Director, provided a report for the Council.

Public Comment was opened and closed without any speakers.

Council action: Received and Filed.

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

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

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

There were no updates or announcements from the City Attorney or the City Manager.

COUNCILMEMBER COMMENTS

Councilmember Santana inquired about a video of an individual removing political signs and asked whether the signs were located within the city limits or outside the city limits.

Vice Mayor Pamma thanked staff for the cash analysis presentation and acknowledged their continued hard work. He encouraged staff to keep pushing forward through these challenging times.

Mayor Chapdelaine provided updates regarding upcoming SACOG committee and board meetings, as well as the upcoming SBFCA meeting.

ADJOURNMENT

Mayor Chapdelaine adjourned the meeting at 7:51 pm.

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Jeramy Chapdelaine, Mayor

ATTEST:

_____

Clarissa Menchaca, City Clerk

CITY OF LIVE OAK
STAFF REPORT

Date: November 18, 2026

To: Honorable Mayor & Members of the City Council

From: Benjamin Moody, City Manager

Subject: Fire Services

Summary: Recommendation: 1) Authorize the City Manager to enter into an agreement with Bi-County Ambulance to provide enhanced 24/7 EMT medical response to the City of Live Oak beginning November 30, 2026, through June 30, 2027, in an amount not to exceed $240,000, subject to contract review and approval by the City Attorney. Additionally, authorize the Finance Director to process a budget adjustment increasing appropriations by $240,000 and take all necessary accounting and financial actions to facilitate the allocation and expenditure of the authorized funds; 2) Authorize the City Manager to contract for services with adjacent agencies to provide fee-for-service response to Fire needs within the City Limits, in an amount not to exceed $100,000. Additionally, authorize the Finance Director to reallocate existing budget appropriations in the amount of $100,000 and take all necessary accounting and financial actions to facilitate the authorized use of funds; 3) Authorize the City Manager to obtain consultant services in an amount not to exceed $60,000 to work to establish a City operated Fire Department, with an intent to utilize enhanced use of paid interns, per diem, and volunteer fire response options for the City of Live Oak. Additionally, authorize the Finance Director to reallocate existing budget appropriations in the amount of $60,000 and take all necessary accounting and financial actions to facilitate the authorized use of funds; and 4) Recommend the City Manager provide Council citywide cost reduction scenarios for implementation to reduce the City's structural deficits.

Fiscal Impacts: $240,000. Comprehensive annual savings through modified/reduced service levels will be evaluated as the City finalizes terms to establish Fire response options over the coming months.

Purpose:
To continue providing essential fire and emergency medical response services to the City of Live Oak.

Background:
At the Council's December 22, 2023, meeting, the City Council approved a new five-year agreement with Sutter County Fire, for fire protection and emergency medical response services beginning January 1, 2024. The contract provides for the staffing of two (2) Firefighters 24/7 with a Battalion Chief, with the engine company being stationed in Live Oak. The annual cost being approximately $1.3-1.5M. The recommended minimum staffing model for municipal fire departments is the use of three (3) person engine companies.

On October 7, 2025, the City Council received an updated budget analysis presenting current fund balances and cash-flow projections. The analysis showed that public safety expenditure levels were unsustainable and recommended immediate action to reduce costs and increase revenue.

As one of those actions, the City Council authorized the City Manager to provide the required 12-month written notice of termination for Contract No. 2023-013 and to begin renegotiating service terms the City could sustainably afford. Absent amended terms, the existing contract will end on November 30, 2026.

Over the past year, the City has coordinated with Sutter County to work towards trying to develop a contract providing service levels the City can afford, and work to increase revenues that can be used towards protecting public safety levels.

Local fire fighters pursued an unsuccessful citizens initiative to update the City's special fire taxes. Additionally, the City collaborated on a countywide sales-tax initiative (Measure G) for the November 3rd ballot that would have provided funding for public-safety. To date, the preliminary results show the measure failing to achieve the necessary support to be implemented.

Sutter County has expressed their unwillingness to provide service at a reduced level to meet City budget needs.

Currently, the City receives approximately $334,000 annually in special fire taxes. Approximately $150,000 through the 2004-1 CFD and $184,000 as part of the Citywide 1997 Fire Assessment.

The City's FY2026-27 Adopted Budget had an approximate General Fund structural deficit of $815K, specifically a Fire Budget of $750K.

Analysis:
To preserve the City's fiscal health, to be able to continue to provide essential public safety services, expenditures must be brought into alignment with available revenues.

To continue providing fire and emergency medical services, the City is seeking to establish viable options that provide fire and emergency medical response to the Live Oak community, recognizing the service levels are below desired standards.

With the City not being able to fund service levels that Sutter County Fire is requiring, City staff is recommending alternative options be considered to be able to continue providing service to our community.

The City receives approximately 1,200 calls for service each year, with 90% of the calls being for medical service response, and the remaining 10% being for fire related calls.

With limited options and funding to provide these services, Bi-County Ambulance has provided a proposal for enhanced EMT medical services, where an EMT would be stationed out of Live Oak to maintain a quick response for medical calls. For the remaining calls, approximately ten (10)/month, staff is requesting authority to enter into contract services with either Sutter County, Yuba City, and/or Gridley to provide fire response, while the City analyzes options to provide Fire services at a level and cost that could be sustained in house.

The proposed actions are intended to balance the City's financial capacity with the need to provide the highest feasible level of service to the community.

The service reductions are substantial. Instead of having two fire personnel arriving on scene for all calls, medical calls will be handled by one EMT personnel operating via 12 hour shifts, 24 hours a day, 7 days per week, while the ambulance remains in route per existing conditions. For Fire calls, response times will be delayed significantly with responses coming from outside the area until a fire response option is established, where service is based from Live Oak.

Fiscal Impact:
$240,000. Comprehensive annual savings through modified/reduced service levels will be evaluated as the City finalizes terms to establish Fire response options over the coming months.

Recommendation:
1) Authorize the City Manager to enter into an agreement with Bi-County Ambulance to provide enhanced 24/7 EMT medical response to the City of Live Oak beginning November 30, 2026, through June 30, 2027, in an amount not to exceed $240,000, subject to contract review and approval by the City Attorney. Additionally, authorize the Finance Director to process a budget adjustment increasing appropriations by $240,000 and take all necessary accounting and financial actions to facilitate the allocation and expenditure of the authorized funds; 2) Authorize the City Manager to contract for services with adjacent agencies to provide fee-for-service response to Fire needs within the City Limits, in an amount not to exceed $100,000. Additionally, authorize the Finance Director to reallocate existing budget appropriations in the amount of $100,000 and take all necessary accounting and financial actions to facilitate the authorized use of funds; 3) Authorize the City Manager to obtain consultant services in an amount not to exceed $60,000 to work to establish a City operated Fire Department, with an intent to utilize enhanced use of paid interns, per diem, and volunteer fire response options for the City of Live Oak. Additionally, authorize the Finance Director to reallocate existing budget appropriations in the amount of $60,000 and take all necessary accounting and financial actions to facilitate the authorized use of funds; and 4) Recommend the City Manager provide Council citywide cost reduction scenarios for implementation to reduce the City's structural deficits.

Attachments:
Proposal - Bi-County Ambulance

EMT Coverage Proposal

Bi-County Ambulance Service | November 10, 2026

The proposal is for one EMT and a vehicle on a 24 hour per day, 7 days per week basis from 1st December 2026 to 30th June 2027. Our team will be responsible for the management of staffing, scheduling and employee benefits with two 12 hour shifts per day.

Proposed service price is $32,513.22 per month (including 10% admin fee). Total for the 7 month term is $227,592.54.

What the service includes

Coverage is for one EMT on duty at all times, one vehicle, employee wages (including overtime and holiday pay), employer payroll taxes, workers' comp, health and benefit allowances, sick leave and vacation accrual. We will provide relief coverage when a regular employee is on leave.

The standard staffing plan is three full time staff on four 12 hour shifts per week and a fourth member on two shifts. Each member gets a $600 monthly benefit allowance.

Service pricing

Cost	**Monthly**	Annualized basis
EMT wages including overtime	$20,440.00	$245,280.00
Holiday premium pay	$96.00	$1,152.00
Sick leave accrual	$584.00	$7,008.00
Vacation accrual	$504.00	$6,048.00
Employer Social Security	$1,340.69	$16,088.26
Employer Medicare	$313.55	$3,762.58
California unemployment insurance	$144.67	$1,736.00
California employment training tax	$2.33	$28.00
Federal unemployment tax	$49.00	$588.00
Workers’ compensation	$2,162.40	$25,948.80
Employee benefits	$2,400.00	$28,800.00
Vehicle	$1,520.83	$18,250.00
Subtotal	$29,557.47	$354,689.63
Administration fee at 10%	$2,955.75	$35,468.96
Total service price	**$32,513.22**	**$390,158.60**

The monthly rate is fixed for the seven-month term. Annual figures show the cost basis used to establish that rate; the annualized equivalent is $44.54 per coverage hour. The term total is seven monthly payments of $32,513.22.

How we will staff the coverage

Day shift is 7am to 7pm, night shift is 7pm to 7am. Night shifts are listed on the day the shift starts.

Approximately at 6:30 a.m. and 6:30 p.m. the outgoing EMT will come back to 1700 Poole Blvd to finish the shift and get off duty at 7:00. The incoming EMT will be on duty at 7:00 a.m. or 7:00 p.m. and will then return to the Live Oak station (provided by the City of Live Oak). Travel time for the shift change is included in the scheduled duty period.

Day	Day shift	Night shift
Monday	EMT A	EMT C
Tuesday	EMT A	EMT C
Wednesday	EMT A	EMT C
Thursday	EMT A	EMT B
Friday	EMT D	EMT B
Saturday	EMT D	EMT B
Sunday	EMT C	EMT B

EMTs A, B, and C each work 48 hours per week; EMT D works 24 hours, covering all 168 weekly hours. The payroll workday starts at 7 a.m., and the workweek starts Monday at 7 a.m.

Wages and paid time off

Base wage is $24/hour. Each 12 hour shift is 8 hours at $24 and 4 hours overtime at $36, for a total of $336 per shift. Weekly coverage wages come to $4,704. Standard California daily overtime rules apply.

Sick leave is funded at one hour for every 30 hours worked (292 hours and $7,008 per year across the coverage). Sick leave is governed by California accrual and use requirements.

Vacation accrues at 1.5 scheduled workweeks per year (72 hours for the 48 hour employee and 36 hours for the 24 hour employee). The annual allowance is 252 hours at $24 per hour, totalling $6,048. Sick leave and vacation are funded separately from coverage wages to provide relief in the event of absence.

Holiday coverage

Our holiday policy covers New Year's Day, July 4th, Thanksgiving and Christmas Day. For this term holiday pay will be applicable on Dec 25 2026 and Jan 1 2027. Any work done between midnight and midnight is paid at an extra $12 per hour: $36 for regular holiday hours and $48 for hours that also qualify for daily overtime. The holiday premium is an employer benefit in addition to the state required overtime.

The fixed monthly price includes the annual holiday allowance, as well as payroll taxes, workers' compensation, and administration costs.

Basis of the service price

The annualised taxable wage base is $259,488 (including holiday premium and paid leave). Employer taxes are 6.2% for Social Security and 1.45% for Medicare. CA unemployment is 6.2%, employment training tax is 0.1% and federal unemployment is at the projected 2026 CA rate of 2.1% (all on the first $7,000 per employee).

Workers' compensation is budgeted at 10% of wages, holiday premiums, and paid leave. Benefits are $2,400 per month for four employees; the vehicle allowance is $50 per day. Administration is 10% of all listed costs.

This is one EMT and one vehicle. The vehicle operating allowance is included in the daily rate. Any additional allowances for break relief staff, training time and additional liability are not included in the rate shown.

CITY OF LIVE OAK
STAFF REPORT

Date: November 18, 2026

To: Honorable Mayor & Members of the City Council

From: Benjamin Moody, City Manager

Subject: Public Employee Discipline/Dismissal/Release Pursuant to California Government Code Section 54954.5
