



LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA DECEMBER 3, 2025 6:00 PM

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

MEMBERS OF THE COUNCIL

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

BENJAMIN MOODY,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

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

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

- **Remote Viewing:**

- Members of the public can view a livestream of the meeting online at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1.
- Members of the public can access the Zoom webinar as follows:
 - **Join by Electronic Device:**
<https://us02web.zoom.us/j/87064548931>
 - **Join by Phone:**
1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 870 6454 8931

- **Public Comment:** Members of the public can submit general public comments, as well as comment on specific agenda items in the following ways:
 - **Public Attendance:** Members of the public who attend in person may make comments from the Council Chamber podium.
 - **Email Public Comment:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via email to the City Clerk at cmenchaca@liveoakcity.org. Comments will be distributed to Council prior to the meeting and reflected in the meeting minutes. Please note that emailed comments will NOT be read aloud by staff during the meeting unless an approved accommodations request has been granted.

- **eComment Feature:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via the eComment feature at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1. Comments will be distributed to Council prior to the meeting and reflected in the meeting minutes. Please note that eComments will NOT be read aloud by staff during the meeting unless an approved accommodations request has been granted.
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CALL TO ORDER**ROLL CALL****PLEDGE OF ALLEGIANCE AND INVOCATION****CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY****PRESENTATIONS AND RECOGNITIONS**

- A. Recognition of New Employees
- B. High School Cross County Team Recognition

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 5, 2025, City Council Regular Meeting minutes.
(Clarissa Menchaca, City Clerk)
2. Past Due Water and Sewer Accounts
Recommendation: Adopt resolution authorizing past due account collection loss write-off in the amount of \$3,797.27.
(James Ramsey, Finance Director)

BUSINESS ITEMS

3. Introduction of an Ordinance Amending Title 15 Chapter 15.01 of the City of Live Oak Municipal Code Updating References to the 2025 California Building Standards Code
Recommendation: 1) Introduce an ordinance amending Title 15 Chapter 15.01 of the City of Live Oak Municipal Code updating references to the 2025 California Building Standards Code, with certain amendments, additions and deletions thereto, by title only; and 2) Waive the first reading.
(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****ADJOURNMENT**

CITY OF LIVE OAK
STAFF REPORT

Date: December 3, 2025
To: Honorable Mayor & Members of the City Council
From: Clarissa Menchaca, City Manager

Subject: Recognition of New Employees

CITY OF LIVE OAK
STAFF REPORT

Date: December 3, 2025
To: Honorable Mayor & Members of the City Council
From: Clarissa Menchaca, City Clerk

Subject: High School Cross Country Team Recognition

CITY OF LIVE OAK
STAFF REPORT

Date: December 3, 2025
To: Honorable Mayor & Members of the City Council
From: Clarissa Menchaca, City Clerk

Subject: City Council Meeting Minutes

Background:

Submitted for approval are the November 5, 2025, City Council Regular Meeting minutes.

Recommendation:

Approve the November 5, 2025, City Council Regular Meeting Minutes

Attachments:

[Minutes](#)



LIVE OAK CITY COUNCIL

MINUTES
NOVEMBER 5, 2025
6:00 PM

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

MEMBERS OF THE COUNCIL

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

BENJAMIN MOODY,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

CALL TO ORDER

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

ROLL CALL

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

Absent: Councilmember Santana

PLEDGE OF ALLEGIANCE AND INVOCATION

Vice Mayor Pamma led the Pledge of Allegiance. Mayor Chapdelaine delivered the invocation.

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

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

PRESENTATIONS AND RECOGNITIONS

There were no presentations and/or recognitions.

PUBLIC COMMENT

Public Comment was opened and closed without any speakers.

CONSENT ITEMS

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

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

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

1. City Council Meeting Minutes
Clarissa Menchaca, City Clerk
Council action: October 15, 2025, City Council Regular Meeting minutes approved.
2. Authorization for County of Yuba to Submit Collaborative Application for the Waste Tire Enforcement Grant, Fiscal Year 2026-27
Gary Cantwell, Yuba County Environmental Health
Council action: Resolution No. 19-2025 adopted.

BUSINESS ITEMS

3. Adoption of Ordinance Amending Chapter 15.50, Section 15.50.020 (Subsections A and D) of the Live Oak Municipal Code to Update Development Impact Fee Timing Options
Benjamin Moody, City Manager

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

Public Comment was opened and closed without any speakers.

MOTION: **1) WAIVE THE SECOND READING OF AN ORDINANCE AMENDING THE TIME OF PAYMENT REGARDING DEVELOPMENT IMPACT FEES; AND 2) ADOPT ORDINANCE.**
(MOTION: PAMMA; SECOND: HERNANDEZ)

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

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

NOES: **NONE**

ABSENT: **COUNCILMEMBER SANTANA**

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

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

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

City Manager Benjamin Moody announced that Ethan Gutierrez has been selected as the new Finance Director, with a tentative start date of December 1st. Mr. Moody highlighted ongoing coordination between Code Enforcement and the Sutter County Sheriff's Department regarding food vendor enforcement and provided updates on active code enforcement cases. In Building Services, Mike Campos serves as the Building Inspector, Building Official, and Plans Examiner, while Terry Kopp manages plan intake and permitting. The department remains focused on streamlining processes where possible. Mr. Moody also met with the Sutter County Sheriff, Sutter County Fire Chief, and County CAO Steve Smith to discuss public safety efforts. The group agreed on the importance of developing a strategic plan focused on providing quality service and exploring funding strategies. The Sheriff and Fire Chief have scheduled a public safety community meeting for December 1st at Live Oak High School, intended to be informative for residents. Additionally, Mr. Moody met with Dan Peterson to review City-owned parcels and potential surplus properties. Staff will bring recommendations to the Council on viable parcels at a future meeting. Mr. Moody also provided updates on the Housing Element, phased Windows 10 security upgrades, the start of the wrestling program, and coordination of the Thanksgiving Turkey Giveaway.

COUNCILMEMBER COMMENTS

Councilmember Hernandez announced there is a community food drive with donation bins at City Hall and the Holy Grounds Coffee Shop. Ongoing donations support our local community and the Yuba-Sutter Food Bank.

Councilmember Woten shared that the Fire Department approached the Pizza Factory for donations for a Turkey Drive, and he asked whether their effort is connected to the City's Turkey Drive or if they are separate. He wants to ensure efforts are coordinated and directed where they will have the greatest impact.

Mayor Chapdelaine expressed his appreciation for the updates and the progress the City Manager and staff are making.

ADJOURNMENT

Mayor Chapdelaine adjourned the meeting at 6:18 pm.

Jeramy Chapdelaine, Mayor

ATTEST:

Clarissa Menchaca, City Clerk

CITY OF LIVE OAK STAFF REPORT

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

Subject: Past Due Water and Sewer Accounts

Summary: Recommendation: Adopt resolution authorizing past due account collection loss write-off in the amount of \$3,797.27.

Fiscal Impact: Total write-offs of \$3,797.27. Total write-off to water fund is \$1,816.56 and total write-off to sewer fund is \$1,980.71.

Purpose:

For account management, obtain the City Council's authorization to write off the amounts billed but uncollected for water and sewer amounts. These accounts all have bills exceeding 90 days past due and will be sent to collections.

Background:

Quarterly, the City evaluates past due balances and determines that there is limited recourse to collect on those amounts based on the number of days outstanding. The accounts on the attached exhibit have been outstanding for a significant period of time.

Analysis:

To actively and efficiently manage the City's enterprise funds, staff is requesting that the amounts be written off and sent to collections. These amounts are outstanding from the period of July 1, 2025 through September 31, 2025.

The City will send the write-offs to collections to be received at a discounted value in the future. The following accounts have outstanding balances greater than 90 days old:

See Exhibit A attached.

Fiscal Impact:

Total write-offs of \$3,797.27. Total write-off to water fund is \$1,816.56 and total write-off to sewer fund is \$1,980.71.

Recommendation:

Adopt resolution authorizing past due account collection loss write-off in the amount of

Agenda Item 2.

\$3,797.27.

Attachments:

[Resolution](#)
[Exhibit A](#)

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK AUTHORIZING PAST DUE
ACCOUNT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,797.27**

WHEREAS, the City of Live Oak furnishes a water and sewer system for obtaining, conserving, and disposing of water for public and private uses; and

WHEREAS, providing utility services for citizens includes the collection of monthly utility billings; and

WHEREAS, the City of Live Oak makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending September 30, 2025, and is made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Live Oak hereby authorizes the Finance Director to write-off as collection losses the accounts receivables listed on Exhibit A totaling \$3,797.27.

PASSED AND ADOPTED by the City Council of the City of Live Oak this 3rd day of December, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

APPROVED:

Jeremy Chapdelaine, Mayor

ATTEST:

Clarissa Menchaca, City Clerk

EXHIBIT A

Account	LAST NAME	FIRST NAME	Service Address	WATER	SEWER	BALANCE
01-0220-04	CASTILLO	NICHOLE	9941 L ST.	103.86	227.01	330.87
01-3180-12	ZUARA	AHUMADA	2435 BIRCH ST.	94.28	218.15	312.43
02-2140-05	DELGADO	ILENE	10726 IRENE WAY	303.47	426.14	729.61
03-1080-00	SANTANA	MARIA	2601 KOLA ST.	137.83	285.57	423.40
03-1520-02	ZAPATA	WILLIAM	10338 N ST.	117.16	0.00	117.16
03-1990-01	HEIR	BEA	2933 FIR ST.	98.67	283.23	381.90
04-0980-01	HERRERA	MARCOS	9831 R ST.	33.45	96.00	129.45
04-7670-08	SINGH	JASBIR	2745 DEANNE ST.	21.99	39.27	61.26
04-8050-06	PETERSON-WHEELER	ZOEY	9714 DERE RD.	905.85	405.34	1,311.19
TOTAL				1,816.56	1,980.71	3,797.27

CITY OF LIVE OAK STAFF REPORT

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

Subject: Introduction of an Ordinance Amending Title 15 Chapter 15.01 of the City of Live Oak Municipal Code Updating References to the 2025 California Building Standards Code

Summary: Recommendation: 1) Introduce an ordinance amending Title 15 Chapter 15.01 of the City of Live Oak Municipal Code updating references to the 2025 California Building Standards Code, with certain amendments, additions and deletions thereto, by title only; and 2) Waive the first reading.

Fiscal Impact: Minor costs associated with staff time to implement the code changes. Building permit fees will continue to be subject to the City's existing fee schedules.

Purpose:

To adopt the State mandated 2025 edition of the California Building Standards Code.

Background:

The State building codes have historically been updated every three years. The update allows for codes to improve and adjust to the newest materials, methods of construction, technological advances, and address legislative changes.

The State of California Building Standards Commission adopts new State standards, where cities and counties are then mandated to adopt those new minimum standards. The updated codes are required to be adopted by January 1, 2026, 180 days from the date that the State published, for local enforcement to be implemented.

Should the City not act to adopt the updated building codes, they become effective by default under State law. Adopting the code by ordinance allows the City to amend the administrative portions of the code that are specific to Live Oak and align the City's Municipal Code with the new State code.

Analysis:

To align with the new State building codes and meet mandated requirements, staff is proposing to amend the City's ordinances to reflect the changes. The City has the ability to

Agenda Item 3.

adopt the State Building Codes with local amendments. However, staff is not proposing any new local amendments at this time.

Some changes are summarized below:

- * The 2025 code significantly updates the requirements for Electric Vehicle (EV) charging for new commercial uses. The existing code requires a certain percentage of parking spaces be "EV Capable" (i.e., running conduit for future use) whereas the new code mandates that 240V Level 2 EV chargers and receptacle outlets be installed.
- * The updated energy code will require electric heat pump technology be implemented for both space and water heating in new single-family homes.
- * A new California Wildland-Urban Interface Code (CWUIC) is being established as Title 24, Part 7. This new, standalone code consolidates and clarifies existing WUI provisions from the California Building Code (Chapter 7A), California Residential Code (R337), and California Fire Code (Chapter 49) into a single, more accessible document for improved clarity, consistency, and user-friendliness.
- * For commercial projects, the 2025 Energy Code (Title 24, Part 6) introduces new "electric-ready" requirements for commercial kitchens. New projects must now include electrical infrastructure to allow for a future transition to electricity, even if they intend to initially use gas appliances.
- * For commercial projects, battery energy storage systems are now required to be included as part of installing solar panels.

The City's consultant Chief Building Official is familiar with the proposed changes and is prepared to implement as needed.

Fiscal Impact:

Minor costs associated with staff time to implement the code changes. Building permit fees will continue to be subject to the City's existing fee schedules. No direct fiscal impact will result from the adoption of the 2025 edition of the California Building Standards Code, but it is recognized that with some code changes, there will be related construction and material costs that are born by developers and property owners.

Recommendation:

1) Introduce an ordinance amending Title 15 Chapter 15.01 of the City of Live Oak Municipal Code updating references to the 2025 California Building Standards Code, with certain amendments, additions and deletions thereto, by title only; and 2) Waive the first reading.

Attachments:

[Ordinance](#)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LIVE OAK ADOPTING THE 2025 CALIFORNIA ADMINISTRATIVE CODE, 2025 CALIFORNIA BUILDING CODE, 2025 CALIFORNIA RESIDENTIAL CODE, 2025 CALIFORNIA ELECTRICAL CODE, 2025 CALIFORNIA MECHANICAL CODE, 2025 CALIFORNIA PLUMBING CODE, 2025 CALIFORNIA ENERGY CODE, 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE, 2025 CALIFORNIA HISTORICAL BUILDING CODE, 2025 CALIFORNIA FIRE CODE, 2025 CALIFORNIA EXISTING BUILDING CODE, 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE, AND 2025 CALIFORNIA REFERENCED STANDARDS CODE

The City Council of the City of Live Oak, State of California, does ordain as follows:

SECTION 1: Title 15, Chapter 15.01 Section 15.01.114 A-M of the City of Live Oak Municipal Code is hereby amended to read as follows:

15.01.114 Adoption of the California Codes.

The following publications, including their appendices, are hereby adopted by reference and incorporated in this code, except as expressly amended or superseded by the provisions of this code.

- A. 2025 California Administrative Code, California Code of Regulations Title 24 Part 1.
- B. 2025 California Building Code, California Code of Regulations Title 24 Part 2.
- C. 2025 California Residential Code, California Code of Regulations Title 24 Part 2.5.
- D. 2023 California Electrical Code, California Code of Regulations Title 24 Part 3.
- E. 2025 California Mechanical Code, California Code of Regulations Title 24 Part 4.
- F. 2025 California Plumbing Code, California Code of Regulations Title 24 Part 5.
- G. 2025 California Energy Code, California Code of Regulations Title 24 Part 6.
- H. 2025 California Wildland-Urban Interface Code, California Code of Regulations Title 24 Part 7.
- I. 2025 California Historical Building Code, California Code of Regulations Title 24 Part 8.
- J. 2025 California Fire Code, California Code of Regulations Title 24 Part 9.
- K. 2025 California Existing Building Code, California Code of Regulations Title 24 Part 10.
- L. 2025 California Green Building Standards Code, California Code of Regulations Title 24 Part 11.
- M. 2025 California Referenced Standards Code, California Code of Regulations Title 24 Part 12.

SECTION 2: Repeal Ordinance 580

SECTION 3: Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is held by a court of competent jurisdiction to be invalid or unconstitutional, that portion shall be deemed

a separate, distinct and independent provision, and the holding shall not affect the validity of the remaining portions of this ordinance.

SECTION 4: Effective Date. This ordinance, following its adoption, shall be published as provided by law and by its terms herein, shall be effective 30 days after its adoption, and shall thereafter remain in full force and effect unless otherwise changed by appropriate amending ordinance.

SECTION 5: Publication. The City Clerk is directed to cause this ordinance to be published in the manner required by law.

Introduced and the first reading waived at a regular meeting of the City Council of the City of Live Oak on the ____ day of _____, 2025, and passed and adopted after waiving the second reading at a regular meeting thereafter on the ____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED: