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. Members of the public may comment on any item on the agenda at the time that it is taken up by the Council. Requests to speak on the item should be made to the Mayor at the time an item is discussed. We ask that members of the public come forward to be recognized by the Mayor and keep their remarks brief. Absent permission from the Mayor, comments will be limited to three (3) minutes.

Mayor – Diane Hodges
Vice Mayor – Lakhvir Ghag
Council Member – Steve Alvarado
Council Member – Gary Baland
Council Member – Jason Banks

May 6, 2015  6:00 PM

A.  CALL TO ORDER

B.  ROLL CALL

C.  PLEDGE OF ALLEGIANCE & INVOCATION

D.  APPEARANCE OF INTERESTED CITIZENS

Members of the audience wishing to address the Council regarding City business (other than Public Hearing items) may do so at this time. When recognized by the Mayor, please come to the podium and state your name and address for the record. Comments will be limited to three (3) minutes unless the Mayor specifically grants further time.

If you would like to address an item on tonight’s agenda, please approach the podium when the item comes up for action. Please wait to be recognized by the Mayor, then state your name and address for the record. Your comments will be limited to three (3) minutes unless the Mayor grants further time.

E.  REPORTS AND MISCELLANEOUS

1.  Live Oak Sheriff Department K-9 Unit

   Lt. James Casner, Sutter County Sheriff’s Department

2.  Council consideration to authorize the preparation of engineering plans, specifications and estimates for City of Live Oak 2015 Street Projects

   Scott Rolls, Rolls Anderson & Rolls Civil Engineering

3.  FY 2015/16 Preliminary Budget Discussion

   Joe Aguilar, Finance Director
4. Drought Response  
   Jim Goodwin, City Manager  

5. City Council Water, Sewer & Storm Drain Sub-committee  
   Jim Goodwin, City Manager  

F. RESOLUTIONS AND ORDINANCES  
   6. Urgency Ordinance 551 – Emergency Water Restrictions  
   Jim Goodwin, City Manager  

   Urgency Ordinance No. 551: Waive the reading and adopt an Urgency Ordinance of the City Council of the City of Live Oak, Amending Title 13 Public Services, Chapter 13.04 Public Water Services, by Adding Sections 13.040.135, 13.040.136 and 13.040.137 to the City of Live Oak Municipal Code, effective upon adoption  

G. CONSENT CALENDAR  
   1. Approval of Accounts Payable Transactions:  
      
      | Exhibit # | Accounts Payable Transactions: |
      |-----------|--------------------------------|
      | A. April 10th. | Packet # 03472 – 04/10/15 FY 14/15 Regular A/P |
      | B. April 17th. | Packet # 03476 – 04/17/15 FY 14/15 Direct A/P |
      | C. April 17th. | Packet # 03465 – 04/17/15 FY 14/15 Direct A/P |
      | D. April 17th. | Packet # 03486 – 04/17/15 FY 14/15 Regular A/P |
      | E. April 17th. | Packet # 03490 – 04/17/15 FY 14/15 Direct A/P |
      | F. May 01st. | Packet # 03494 – 05/01/15 FY 14/15 Direct A/P |
      | G. May 01st. | Packet # 03478 – 05/01/15 FY 14/15 Direct A/P |
      | H. May 01st. | Packet # 03483 – 05/01/15 FY 14/15 Direct A/P |
      | I. April 30th. | Packet # 03502 – 04/30/15 FY 14/15 Direct A/P |
      
   2. Approval of Council Minutes from March 18, 2015 regular meeting.  
   3. Approval of Council Minutes from April 15, 2015 regular meeting  
   4. Approval of Disposal of City Records  
   5. Approval of Continuation of Drought Emergency  

H. UPDATES FROM COUNCIL REGARDING COMMITTEES/COMMISSIONS  
I. UNSCHEDULED BUSINESS FROM THE COUNCIL AND COMMITTEES FOR FUTURE AGENDA CONSIDERATION  
   The Council will use this section of the agenda to present and determine honors or sympathies for individuals and may direct staff to send appropriate letters to those individuals.  

J. ADJOURNMENT  

Regular Meeting of the Live Oak City Council  
Meeting of May 6, 2015
DATE: May 1, 2015

TO: Mayor and Members of the City Council

FROM: Jim Goodwin, City Manager

SUBJECT: Live Oak K9 Officer Changes

RECOMMENDATION: Approve purchase and training of new K9 Officer Iko and the sale of retiring K9 Officer Karo

FISCAL IMPACTS: One-time training cost of approximately $7,500 for Narcotics Detection Handler Course. Annual cost of K9 unit already included in General Fund budget.

BACKGROUND

Please see the attached request from Sutter County Sheriff J. Paul Parker concerning the purchase of K9 Officer Iko and the retirement and sale to Deputy Steve Traynor of Live Oak’s current K9 Officer Karo. K9 Officer Karo is a dual purpose protection and narcotics K9 officer.

K9 Officer Iko has been donated for assignment to the City of Live Oak.

RECOMMENDATIONS

Staff recommends:

1. Approve the sale of retiring K9 Officer Karo for $1 to Deputy Steve Traynor
2. Approve the purchase of K9 Officer Iko from the Sutter County Sheriff’s Reserve Association for $1; and
3. Approve the training of K9 Officer Iko as a dual purpose protection and narcotics K9 officer.

Respectfully submitted,

Jim Goodwin
City Manager
DATE: April 27, 2015

MEMO TO: Jim Goodwin, City Manager, City of Live Oak

MEMO FROM: J. Paul Parker, Sheriff

SUBJECT: Recommendation for the Purchase and Retirement of K-9 Officers

Background:
In 2008 the City Of Live Oak purchased a police K9 named “Karo” from Adlerhorst in Riverside County for $8,500. Since then “Karo” has been assigned to Deputy Steve Traynor and both of them have served the citizens of Live Oak. Deputy Traynor and his partner “Karo have been responsible for over 100 felony arrests, drug interdictions and article searches related to felony crimes since then. In addition to “Karo’s” crime fighting abilities, he has also participated in numerous community events, such as National Night Out, Swim with a Deputy and the Live Oak Cancer walk. He has done presentations at all the Live Oak Schools and several churches in the Live Oak area as well. “Karo” is now 11 years old and although his drive and resolve are high he can no longer do police work without paying the price physically. Because of this Deputy Traynor would like to retire “Karo”.

Since the City of Live Oak purchased “Karo” in 2008 and Deputy Traynor is requesting to purchase “Karo” from the city upon his retirement.

Knowing “Karo” was approaching retirement age; Deputy Traynor, with the help of the Sutter County Sheriff’s Reserve Association, purchased and trained another K9 named “Iko”, who is a year and a half old Belgian Malinois. “Iko” is now certified and ready to begin his patrol career.

Fiscal Impact:
The annual Cost of the canine training and pay for the handler is already built into the budget and contract between the County and the City of Live Oak.
Proposal:
I propose “Karo” be allowed to retire and Deputy Traynor be allowed to purchase “Karo” from the City of Live Oak for $1.00, upon “Karo’s” retirement. I also propose the City of Live Oak purchase “Iko” from the Sutter County Sheriff’s Reserve Association for $1.00.

Respectfully Submitted,

J. PAUL PARKER
SHERIFF-CORONER
DATE: May 1, 2015

TO: Mayor and Members of the City Council

FROM: Public Works Department

SUBJECT: Council consideration to authorize the preparation of engineering plans, specifications and estimates for City of Live Oak 2015 Street Projects.

RECOMMENDATION: Authorize the City Engineer to prepare engineering plans, specifications and estimates for construction of City of Live Oak 2015 Street Projects.

FISCAL IMPACTS: Street Fund expenditures in the 15/16 Fiscal Year of approximately $780,000

BACKGROUND

The City receives annual allocations of gas tax and Local Transportation Fund monies to fund local street and transportation projects. Over the past several years, expenditures have been significantly less than total revenues. As a result, the Street Fund balance has grown to a level to allow the completion of somewhat larger projects than past years.

For the coming 15/16 Fiscal Year, staff is recommending the completion of curb, gutter, sidewalk and parking improvements on the west side of O Street, from Pennington Road to Kola Street, and Kola Street from O Street to N Street, in conjunction with the recently approved Live Oak Skate and Bike Park Project, and chip seals of several alleys on both the east and west sides of the highway. These projects would most likely be bid separately.

The preliminary estimated cost of these projects is $780,000.

RECOMMENDATION

Staff recommends Council authorize the City Engineer to prepare engineering plans, specifications and estimates for construction of City of Live Oak 2015 Street Projects and advertise projects for bids.

Respectfully submitted,

Scott Rolls

Scott Rolls
Rolls, Anderson & Rolls
Civil Engineers

Reviewed By _______________________
Jim Goodwin, City Manager
CITY OF LIVE OAK
FISCAL YEAR 2015-16
PRELIMINARY BUDGET
PRESENTATION
MAY 6, 2015
GENERAL FUND
RECENT YEAR RECAP

- FY 2015 Property Taxes increased 10% this past year
- Property Taxes comprise 56% of budgeted revenues for the General Fund
- All other revenues hitting budgeted amounts overall
- No surprise major expenses
Utility revenues on target with budget

Lots of spending for sewer repairs and improvements

Recent drought not yet affected existing revenues
STREETS & ROADS

- Build up cash being used for major projects
- Next Few Years of projects getting underway
- Expecting significantly lower gas tax allocations over the next few years
SPENDING IN OTHER FUNDS

- Special Revenue Fund spending continuing
- Special taxes staying on track
- Matching revenues and accumulated reserves being used carefully
What would City Council members like to see in the budget

Major projects will continue into next two years
General Fund holds $4.5 million

Sewer Fund $3.5 million

Water Operating holds $500,000 and restricted water connection fund holds another $800,000

Streets and Local Transportation holds $1.2 million
City must proceed cautiously as General Fund revenue picture improves

Preliminary General Fund budget will be balanced to begin New Fiscal Year
DATE: May 1, 2015

TO: Mayor and Members of the City Council

FROM: Jim Goodwin, City Manager

SUBJECT: Drought Response

RECOMMENDATION: Receive Staff Update on Drought Response

FISCAL IMPACTS: No General Fund Impact

BACKGROUND

In response to California’s on-going drought and emergency regulations adopted by the California Water Resources Control Board, the City of Live Oak must take specific action to conserve potable water. At the previous Council meeting on April 15, 2015, Council directed staff to do the following:

1. Identify and report additional water conservation steps for municipal operations.
2. Draft an Emergency Ordinance for enforcement of outdoor irrigation limits and other end-user conservation measures specifically included in the State Water Resources Control Board Emergency Regulations effective March 27, 2015.
3. Prepare a public education campaign to provide tips on water conservation and also ensure residents and businesses are informed fully of their water conservation responsibilities and the consequences of failing to abide by the State Water Resources Control Board Emergency Regulations.
4. Prepare a list of additional actions the City Council may want to consider to achieve a 25% reduction in potable water use.

In response, staff has met and discussed each item above. Staff is already taking the following steps:

Conservation Steps for Municipal Operations

- Watering of all City of Live Oak parks is limited to two days per week. The only exception will be the new soccer park under construction which will be irrigated with non-potable water. Staff will be careful to irrigate no more than is necessary to preserve the new turf.
Maintenance staff is adjusting all sprinklers in parks to prevent water run-off to adjacent streets and sidewalks. This will result in some browning in parks adjacent to sidewalks.

City staff is consulting with Live Oak Little League regarding watering of playing fields.

Flushing of dead-end mains will only occur on a case by case basis either as a result of a complaint or sampling demonstrating the need to flush the main. When flushed, water will either be captured or used nearby to avoid running the water in the gutter and into the storm drain. Flushing of dead-end mains is a matter of public safety.

Sutter County Fire Department staff will only conduct hydrant testing as may be necessary to ensure public safety.

We will be meeting with LOUSD to discuss conservation at the school sites as those sites are served by the City of Live Oak.

Public Education and Outreach

- Staff is currently developing public outreach tools. Information regarding the end-use conservation mandates, limitations on outdoor irrigation and conservation tips will be available by both a flyer in City Hall and on the website. Other communication tools such as social media, Blackboard Connect, Community Sign, monthly bills and direct mail etc. will point residents to the website or City Hall for more information.
- Staff already alerts residents to abnormal meter reads that may indicate a leak. This practice will continue.

Enforcement

This is one of two actions requiring City Council action as the adoption of an emergency ordinance is necessary for establishing enforcement authority. Staff is anticipating that the drought emergency water conservation measures to be adopted by the California Water Resources Control Board at the May 5-6, 2015 meeting will require the City of Live Oak to provide a report by December 15, 2015 that confirms compliance with the requirement to either limit outdoor irrigation to two days per week or implement another mandatory conservation measure or measures intended to achieve a 25% reduction in potable water consumption relative to 2013. Demonstrating compliance will require that the City does have a means of enforcing the mandatory end-user conservation measures and limitations on irrigation.

The ordinance recommended is an urgency ordinance that specifically includes the mandated end-user conservation measures and limits outdoor irrigation to two days per week, as the majority of resident water use is for outdoor irrigation. The enforcement measures are modeled after the City of Yuba City measures currently in effect.

Adoption of an urgency ordinance requires a 4/5 vote. The ordinance becomes effective upon adoption and will stay in effect until repealed.

Additional Items for Council Consideration

The other item for action at the May 6, 2015 meeting is the appointment of two Council Members to serve on the City Council Water/Sewer/Storm Drain sub-committee. It is
anticipated that the committee will meet periodically to review the City’s drought response and to also discuss long-term utility needs and issues.

RECOMMENDATION

No action required. The two action items are included separately on the meeting agenda. Staff will continue to provide updates as new information becomes available.

Respectfully submitted,

Jim Goodwin
City Manager
DATE: April 29, 2015

TO: Mayor and Members of the City Council

FROM: Jim Goodwin, City Manager

SUBJECT: City Council Water/Sewer/Storm Drain Sub-committee

RECOMMENDATION: Appoint Two City Council Members to serve on the Sub-committee

FISCAL IMPACTS: No General Fund Impact

BACKGROUND

At the April 15 City Council meeting, Council Members discussed a desire to have a committee to work with staff on water related issues. Currently, a Water/Sewer/Storm Drain committee exists with the membership defined as “All Council.”

Working committees of the City Council do provide an opportunity to develop and review ideas and refine items proposed for Council action prior to introduction. The Recreation/Park/Pool Committee, Economic Development and Traffic/Streets/Lights Committees have all functioned as needed in this manner.

With the ongoing drought and recommended reviews of water and sewer enterprise services, staff believes the committee would be valuable.

RECOMMENDATION

Appoint two members of the City Council to serve as the Water/Sewer/Storm Drain Sub-committee.

Respectfully submitted,

Jim Goodwin
City Manager
DATE: May 1, 2015
TO: Mayor and Members of the City Council
FROM: Jim Goodwin, City Manager

SUBJECT: Urgency Ordinance 551 regarding mandatory water conservation

RECOMMENDATION: Adopt Urgency Ordinance 551. 4/5 vote required

FISCAL IMPACTS: Unknown impact to Water Fund revenues due to water conservation by residents

BACKGROUND

Staff is anticipating that the drought emergency water conservation measures to be adopted by the California Water Resources Control Board at the May 5-6, 2015 meeting will require the City of Live Oak to provide a report by December 15, 2015 that confirms compliance with the requirement to either limit outdoor irrigation to two days per week or implement another mandatory conservation measure or measures intended to achieve a 25% reduction in potable water consumption relative to 2013. Demonstrating compliance will require that the City does have a means of enforcing the mandatory end-user conservation measures and limitations on outdoor irrigation.

The ordinance recommended is an urgency ordinance that specifically includes the statewide mandated end-user conservation measures and limits outdoor irrigation to two days per week as the majority of resident water use is for landscaping. The enforcement measures are modeled after the City of Yuba City measures currently in effect.

Mandated end-user, potable water conservation includes prohibitions on the following activities:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water fixture, except where the water is part of a recirculating system;
5. The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;
6. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased;
7. The irrigation with potable water of ornamental turf on public street medians; and
8. The irrigation with potable water outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission;
9. Hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

Under Urgency Ordinance 551, outdoor irrigation is limited to two days per week as follows:

1. Mondays and Thursdays for those whose address ends with an even number;
2. Tuesdays and Fridays for those whose address ends with an odd number

Enforcement is progressive starting with a warning. The steps are:

1. First violation: A written warning of such violation.
2. Second violation: Fifty and no/100 dollars ($50.00) surcharge which shall appear on the next monthly water billing.
3. Third violation: One hundred and no/100 dollars ($100.00) surcharge which shall appear on the next monthly water billing.
4. Fourth and subsequent violations: Two hundred-fifty and no/100 dollars ($250.00) surcharge which shall appear on the next monthly water billing.

Staff anticipates that enforcement will occur by neighbor complaint and by periodic patrol of the community.

Adoption of an urgency ordinance requires a 4/5 vote. The ordinance takes effect upon adoption and remains in effect until repealed.

**RECOMMENDATION**

Staff recommends your City Council:

Waive reading and adopt Urgency Ordinance 551. 4/5 vote required.

Respectfully submitted,

Jim Goodwin
City Manager
URGENCY ORDINANCE NO. 551


THE CITY COUNCIL OF THE CITY OF LIVE OAK DOES ORDAIN AS FOLLOWS:

SECTION 1. Urgency Findings. The City Council of the City of Live Oak hereby adopts this Urgency Ordinance based on the following findings:

1. On January 17, 2014, Governor Brown issued a proclamation of a state of emergency under the California Emergency Services Act based on drought conditions;

2. On April 25, 2014, Governor Brown issued a proclamation of a continued state of emergency under the California Emergency Services Act based on continued drought conditions to include small jurisdictions like Live Oak that are not considered urban water suppliers to limit landscape watering to two days per week or demonstrate another strategy to achieve a 20% reduction in use and prohibit: the use of potable water to wash sidewalks and driveways; allowing runoff when irrigating with potable water; using hoses with no shutoff nozzles to wash cars; and using potable water in decorative water features that do not recirculate water;

3. The State Water Resources Control Board adopted emergency regulations effective July 28, 2014 and the City Council directed staff to implement the measures on August 20, 2014, including notifying residents of the required conversation actions;

4. March 27, 2015, the State Water Resources Control Board’s new and expanded emergency drought regulations went into effect;

5. On April 1, 2015, Governor Brown issued Executive Order B-29-15 directing the State Water Resources Control Board to impose an even more strict 25% reduction in potable water use through February 28, 2016; The State Water Resources Control Board is expediting development and review of regulations to implement the Governor’s Executive Order, with a target date to adopt the new emergency regulations by May 5 or 6, 2015;

6. Staff anticipates that the new rules will require small water suppliers (under 3,000 connections) to do some or all of the following: Achieve a 25% water savings compared to 2013; limit outdoor irrigation of ornamental landscapes or turf to no more than two days per week; provide a one-time report to the State Water Resources Control Board by December 15, 2015 addressing (1) potable water production from June-November 2013 and June-November 2015; and (2) the number of days per week outdoor irrigation is allowed and other restrictions implemented to achieve a 25% water use reduction;

7. The drought conditions that formed the basis of the Governor’s emergency proclamation continue to exist;
8. The City Municipal Code does not currently provide a means of enforcing water conservation which may be necessary for achieving a 25% reduction in potable water use;

SECTION 2. Title 13, Public Services, Chapter 13.04, Public Water Services, of the Live Oak Municipal Code is hereby amended by adding Sections 13.04.135, Emergency Water Restrictions, 13.04.136, End User Requirements in Promotion of Water Conservation, and 13.04.137, Enforcement Measures to read as follows:

13.04.135 Emergency Water Restrictions

Effective immediately the following mandatory regulations shall apply to the use of water from the City’s Municipal Public Water Supply system:

A. Outdoor irrigation of ornamental landscapes and turf is permitted only as follows:

1. Mondays and Thursdays for those whose address ends with an even number;

2. Tuesdays and Fridays for those whose address ends with an odd number; and

13.04.136 End User Requirements in Promotion of Water Conservation

A. To prevent the waste and unreasonable use of water and to promote water conservation, each of the following actions are prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

2. The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

3. The application of potable water to driveways and sidewalks;

4. The use of potable water in a fountain or other decorative water fixture, except where the water is part of a recirculating system;

5. The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;

6. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased;

7. The irrigation with potable water of ornamental turf on public street medians; and
8. The irrigation with potable water outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission;

9. Hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

B. All commercial, industrial and institutional properties within the City, that use a water supply not provided by the City of Live Oak shall either;

1. Limit outdoor irrigation of ornamental landscapes or turf with potable water to no more than two days per week; or

2. Reduce potable water usage by 25 percent for the month of June 2015 through February 2016 as compared to the amount used for the same months in 2013.

13.04.137  Enforcement Measures

A. For each violation of any of the provisions/regulations set forth in this chapter, there shall be assessed against the responsible party for the property on which the violation occurs, i.e. the owner, lessee, person in possession of said property, or the person reflected in the Live Oak utility records as the party to whom the water bill is sent, the following penalties:

1. First violation: A written warning of such violation.

2. Section violation: Fifty and no/100 dollars ($50.00) surcharge which shall appear on the next monthly water billing.

3. Third violation: One hundred and no/100 dollars ($100.00) surcharge which shall appear on the next monthly water billing.

4. Fourth and subsequent violations: Two hundred-fifty and no/100 dollars ($250.00) surcharge which shall appear on the next monthly water billing.

SECTION 3. Effective Date. This ordinance is an urgency ordinance enacted under California Government Code Section 36937(b). This urgency ordinance is effective upon adoption.

SECTION 4. Severability. If any section, clause, paragraph or sentence of this Ordinance, or the application thereof to any person or circumstances, shall be held invalid, such invalidity shall not effect the other provisions of this Ordinance which can be given effect without the invalid provision or application and, to this end, the provisions of this ordinance are hereby declared to be severable.

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

APPROVED AND ADOPTED this 6th day of May, 2015, by the following vote:
AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED

__________________________________
Diane Hodges, Mayor

ATTEST:

_______________________________
Melissa Dempsey, City Clerk

APPROVED AS TO FORM:

_______________________________
Brant J. Bordsen, City Attorney
May 06\textsuperscript{th}. Council Meeting

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<td>Packet # 03502 – 04/30/15 FY 14/15 Direct A/P</td>
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A. CALL TO ORDER

Mayor Hodges called the regular meeting of the Live Oak City Council to order at 6:00 P.M.

B. ROLL CALL

Upon roll call the following Council Members were present:

Council members Banks, Baland, Alvarado, Vice-Mayor Ghag and Mayor Hodges

PLEDGE OF ALLEGIANCE & INVOCATION

Council member Baland led the Pledge of Allegiance and Pastor Blount from Hope Point Nazarene gave the Invocation.

D. APPEARANCE OF INTERESTED CITIZENS

No one was present

E. RESOLUTIONS AND ORDINANCES

1. Nazarene Church Property Purchase Agreement

Jim Goodwin, City Manager presented this item to Council
Pastor Sean Blount was present to answer any questions.

Resolution 08-2015: A Resolution of the City Council of the City of Live Oak Approving the Purchase and Sale Agreement with Escrow Instruction – Church of the Nazarene.

Questions and comments from the Council followed

A motion was made by Council member Banks and seconded by Council member Alvarado to adopt Resolution 08-2015: A Resolution of the City Council of the City of Live Oak Approving the Purchase and Sale Agreement with Escrow Instruction – Church of the Nazarene. Motion carried with the following roll call vote:

Ayes: Council members Banks, Baland, Alvarado, Vice-Mayor Ghag and Mayor Hodges
2. Social Media Policy

Jim Goodwin, City Manager presented this item to Council

Comments and questions from the Council followed.

A motion was made by Council member Baland and seconded by Vice-Mayor Ghag to adopt Resolution 05-2015: A Resolution of the City Council of the City of Live Oak Amending the City Personnel Policies by Approving a Social Media Policy for the City of Live Oak. Motion carried with the following roll call vote:

Ayes: Council members Banks, Baland, Alvarado, Vice-Mayor Ghag and Mayor Hodges

3. FY 2014-2015 Budget Adjustment

Joe Aguilar, Finance Director presented this item to Council

Resolution 06-2015: A Resolution of the City Council of the City of Live Oak, County of Sutter, State of California, Amending the City Annual Budget of the City for the 2014/2015 Fiscal Year.

Questions and comments followed.

A motion was made by Council member Banks and seconded by Council member Alvarado to adopt Resolution 06-2015: A Resolution of the City Council of the City of Live Oak, County of Sutter, State of California, Amending the City Annual Budget of the City for the 2014/2015 Fiscal Year. Motion carried with the following roll call vote:

Ayes: Council members Banks, Baland, Alvarado, Vice-Mayor Ghag and Mayor Hodges

4. Adjustment of Standby Pay

Jim Goodwin, City Manager presented this item to Council

A motion was made by Vice-Mayor Ghag and seconded by Council member Baland to approve Resolution 07-2015: A Resolution by the City Council of the City of Live Oak amending City of Live Oak Personnel Rules to Approve Adjustment of Standby Pay. Motion carried with Council all in favor.

F. CONSENT CALENDAR

A motion was made by Vice-Mayor Ghag and seconded by Council member Baland to approve the consent calendar with the following items. Motion carried with Council all in favor.

5. Approval of Accounts Payable Transactions:
Exhibit # Accounts Payable Transactions:

A. Feb 13th Packet # 03409 – 02/13/15 FY 14/15 Regular A/P.
B. Feb 20th Packet # 03411 – 02/20/15 FY 14/15 Direct A/P.
C. Feb 20th Packet # 03416 - 02/20/15 FY14/15 Regular A/P.
D. Feb 20th Packet # 03406 - 02/20/15 FY 14/15 Direct A/P.
E. Feb 20th Packet # 03413 - 02/20/15 FY 14/15 Direct A/P.
F. Feb 20th Packet # 03422 - 02/20/15 FY 14/15 Regular A/P.
G. Feb 20th Packet # 03420 - 02/20/15 FY 14/15 Direct A/P.
H. Feb 27th Packet # 03423 – 02/27/15 FY 14/15 Direct A/P.
I. March 6th Packet # 03430 - 03/06/15 FY 14/15 Direct A/P.
J. March 6th Packet # 03425 - 03/06/15 FY 14/15 Regular A/P.
K. March 6th Packet # 03383 - 03/06/15 FY 14/15 Direct A/P.
L. March 6th Packet # 03419 -03/06/15 FY 14/15 Direct A/P.
M. March 6th Packet # 03435 -03/06/15 FY 14/15 Regular A/P.
N. March 6th Packet # 03410 - 03-06/15 FY 14/15 Direct A/P.

6. Approval of Council Minutes from February 18, 2015 regular meeting

7. Approval of continuation of Drought Emergency

G. UPDATES FROM COUNCIL REGARDING COMMITTEES/COMMISSIONS

• Council members shared their activities

H. UNSCHEDULED BUSINESS FROM THE COUNCIL AND COMMITTEES FOR FUTURE AGENDA CONSIDERATION

• River Front Park Ad Hoc Committee

I. ADJOURNMENT

There being no further business to come before the Council, Mayor Hodges adjourned the meeting at 7:10 PM.

APPROVED:

_________________________________________
Diane Hodges, Mayor

ATTEST:

Melissa Dempsey, City Clerk
A. CALL TO ORDER

Mayor Hodges called the regular meeting of the Live Oak City Council to order at 6:00 P.M.

B. ROLL CALL

Upon roll call the following Council Members were present:

Council members Banks, Baland, Alvarado, Vice-Mayor Ghag and Mayor Hodges

C. PLEDGE OF ALLEGIANCE & INVOCATION

Council member Banks led the Pledge of Allegiance and Kathy Baland led the Invocation.

D. APPEARANCE OF INTERESTED CITIZENS

Robert Tanner, 9400 Larkin Road, Apt C., Live Oak

E. PRESENTATIONS

1. Presentations of a Proclamation to Casa De Esperanza by the City Council Proclaiming April as Child Abuse Awareness month in the City of Live Oak.

   Vice-Mayor Ghag made the presentation on behalf of the City of Live Oak.

2. Update on Wastewater Treatment Plant Permit Compliance

   Bill Lewis, WWTP Operations and Permitting Specialist presented this item to Council.

   Comments and questions from the Council followed.

3. Bicycle, Pedestrian & Trails master Plan contract Award

   Jim Goodwin, City Manager presented this item to Council.

   Resolution No. 09-2015: A Resolution of the City Council of the City of Live Oak approving the Selection of a Consulting Firm for the Live Oak Bicycle, Pedestrian
and Trails Master Plan Project funded by SACOG, and the Execution of a Professional Services Agreement and any Amendments Thereto

Questions and comments

A motion was made by Council member Banks and seconded by Vice-Mayor Ghag to approve Resolution No. 9-2015 awarding the Bicycle, Pedestrian and Trails master Plan project to Alta Planning + Design, authorizing the execution of the professional services agreement and any amendment thereto, and direct the City Manager or designee to sign. Motion carried with the following roll call vote:

Ayes: Council members Banks, Baland, Alvarado, Vice-Mayor Ghag and Mayor Hodges

4. 3rd Quarter Finance Report

Joe Aguilar, Finance Director presented this item to Council.

5. Discussion and Update on Emergency Drought Measures

Jim Goodwin, City Manager presented this item to Council.

Questions and comments from the Council followed.

A motion was made by Vice-Mayor Ghag and seconded by Council member Alvarado to direct the City Manager to prepare the following items as presented to Council for Council consideration and potential action at the May 6 meeting of the City Council. Motion carried with Council all in favor.

6. Impact/Connection Fee Adjustment (CPI)

Joe Aguilar, Finance Director presented the item to Council.

Comments from the Council followed.

A motion was made by Council member Banks to table this discussion to a later date and was seconded by Council member Alvarado. Motion carried with the following roll call vote:

Ayes: Council members Banks, Alvarado and Vice-Mayor Ghag
Noes: Council member Baland and Mayor Hodges

F. CONSENT CALENDAR

A motion was made by Council member Banks and seconded by Council member Baland to approve the consent calendar with item 11 being pulled for further discussion. Motion carried with Council all in favor.

7. Approval of Accounts Payable Transactions:
Exhibit # Accounts Payable Transactions:

a. March 20th Packet # 03440-03/20/15 FY 14/15 Direct A/P
b. March 20th Packet # 03445-03/20/15 FY 14/15 Direct A/P
c. March 20th Packet # 03443-03/20/15 FY 14/15 Direct A/P
d. March 20th Packet # 03442-03/20/15 FY 14/15 Direct A/P
e. March 20th Packet # 03449-03/20/15 FY 14/15 Regular A/P
f. March 30th Packet # 03455-03/30/15 FY 14/15 Regular A/P
g. April 3rd Packet # 03457-04/03/15 FY 14/15 Direct A/P
h. April 3rd Packet # 03462-04/03/15 FY 14/15 Direct A/P
i. April 3rd Packet # 03414-04/03/15 FY 14/15 Direct A/P
j. April 3rd Packet # 03448-04/03/15 FY 14/15 Direct A/P
k. April 3rd Packet # 03469-04/03/15 FY 14/15 Regular A/P
l. April 3rd Packet # 03439-04/03/15 FY 14/15 Direct A/P
m. April 3rd Packet # 03467-04/03/15 FY 14/15 Direct A/P
n. April 6th Packet # 03470-06/06/15 FY 14/15 Direct A/P
o. April 6th Packet # 03471-04/06/15 FY 14/15 Direct A/P

8. Proclamation for Child Abuse Prevention Month – April 2015

9. Approval of council reappointment of Suzanne Gallaty as Tenant Commissioner pursuant to the Agreement Creating the Consolidated Area Housing Authority of Sutter County.

10. Approval of the Amendment to the Agreement Creating the Regional Housing Authority of Sutter and Nevada Counties.

11. Approval of Resolution 10-2015: A Resolution by the City Council of the City of Live Oak Approving a Credit and Debit Card Policy for the City of Live Oak. (Item Pulled from the Agenda)

12. Approval of Continuation of Drought Emergency

G. UPDATES FROM COUNCIL REGARDING COMMITTEES/COMMISSIONS

- Council members shared their activities

H. UNSCHEDULED BUSINESS FROM THE COUNCIL AND COMMITTEES FOR FUTURE AGENDA CONSIDERATION

- Ad Hoc Committee for River Park
- Welcoming new businesses in town

I. ADJOURNMENT

There being no further business to come before the Council, Mayor Hodges adjournd the meeting at 8:28 PM.
DATE: May 6, 2015

TO: Mayor and Members of the City Council

FROM: Joe Aguilar, Finance Director

SUBJECT: Disposal of Finance Department Records

RECOMMENDATION: Dispose of Certain Finance Department Records Pre-dating 6/30/10

FISCAL IMPACTS: No Fiscal Impact

BACKGROUND

In the course of conducting City business, the Finance Department accumulates certain records and holds some of these records in off-site storage (City Yard). The City utilizes metal storage pods for storing older records and such records necessitate periodic disposal. At this time, we have identified certain boxes of records which can be disposed of at this time. In order to make record of this disposal, we are noting certain records listed below for disposal.

The City Finance Department and City Manager's office have obtained the most recent record retention guideline issued by the State of California Secretary of State Office. The noted records to be disposed of meet these retention disposal guidelines. The records identified are not necessarily the oldest records kept by the City Finance Department, but they do represent the bulkiest amount of records kept in one of the storage pods. Their disposal will create enough space to allow City Hall staff to move accumulated records from City Hall to the storage units.

The following records are noted for disposal:

1. Paper utility billing records dated June 30, 2010 or earlier.
2. Paper cashiering receipts records dated June 30, 2010 or earlier
3. Paper invoicing records dated June 30, 2010 or earlier

RECOMMENDATION

Approve disposal of the above noted records.

Respectfully submitted,

Joe Aguilar

Joe Aguilar
Finance Director

Reviewed By ________________
Jim Goodwin, City Manager
DATE: May 1, 2015

TO: Mayor and Members of the City Council

FROM: Jim Goodwin, City Manager

COUNCIL AGENDA STAFF REPORT

SUBJECT: Status Report and Confirmation of Need to Continue the Proclamation of a Local Emergency Ratified by Resolution 6-2014 (May 7, 2014)

RECOMMENDATION: Confirm the Need to Continue the Proclamation of a Local Emergency

FISCAL IMPACTS: None

BACKGROUND

On May 7, 2014, the City Council passed Resolution 6-2014 ratifying the proclamation of a local emergency on May 7, 2014 for the City of Live Oak. The Emergency Operations Director will provide a verbal report of current status of the proclamation of an emergency to the City Council as required. The City Council previously continued Resolution 6-2014 at its regular meetings on June 4, June 18, July 16, August 6, August 20, September 17, October 1, October 22, November 5, November 19, December 3, December 17, 2014, January 7, January 21, February 4, February 18, March 18, and April 15, 2015.

Upon review of the current status, it is necessary to confirm continuing the need for the proclamation of the local emergency commencing on May 7, 2014 every thirty (30) days or terminate the proclamation. Formal termination of the proclamation is required when the conditions of extreme peril presented in the proclamation have passed.

RECOMMENDATION

It is recommended that the City Council confirm the need to continue the proclamation of a local emergency commencing on May 7, 2014 ratified under Resolution 6-2014.

Respectfully submitted,

Jim Goodwin
City Manager