

AGENDA  
REGULAR MEETING OF THE CITY COUNCIL  
CITY OF LIVE OAK  
WILL BE HELD AT THE LIVE OAK COUNCIL CHAMBERS  
8001 SHIN OAK DRIVE  
TUESDAY, JULY 14, 2020 AT 7:00 P.M. (NO EARLIER)  
FOLLOWING THE PARKS AND RECREATION COMMISSION MEETING  
VIDEO AND TELECONFERENCE MEETING

In accordance with order of the Office of the Governor issued **March 16 2020**, and all update therewith the City of Live Oak, City Council will conduct a Regular Meeting as a telephonic and videoconference meeting in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19).

The public may participate in this meeting by dialing in to the following toll-free number:  
**1-888-788-0099 US Toll-free or 1-877-853-5247 US Toll-free (Toll-free)**

Click link for videoconference participation: <https://us02web.zoom.us/j/82250178109>

**Meeting ID: 822 5017 8109**

The public will be permitted to offer public comments telephonically or via video stream as provided by the agenda and as permitted by the presiding officer during the meeting.

Written questions or comments may be submitted up to two hours before the meeting to Debby Goza, City Secretary at [dgoza@liveoaktx.net](mailto:dgoza@liveoaktx.net)

A recording of the telephonic and video meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request.

**Citizens to be Heard Portal is available on the front page of City Website:**

**<https://www.liveoaktx.net/>**

Portal will be open for Citizen to be Heard remarks from 8 a.m. until 4:00 p.m. the day of the posted Meeting(s)

1. CALL TO ORDER
2. INVOCATION/PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZENS TO BE HEARD
5. CONSENT AGENDA
  - A. Approval of Minutes
    1. June 30, 2020
    2. June 30, 2020 (Goals & Budget Workshop)
  - B. City Council to approve Bexar Metro 9-1-1- Network District FY 2021 Proposed Budget
  - C. City Council to approve and accept the recommendation of the Parks & Recreation

Commission to approve a Resolution and agreement to allow the Northeast Little League to use the City of Live Oak's Baseball Fields for the fall season – Mr. Wagster

6. SPECIAL CONSIDERATION

A. Presentation of Employee of the Quarter - April through June 2020 – Trudy Whitfield, HR – Mr. Kowalik

7. NEW BUSINESS

A. City Council to approve the Monthly Financial Report ending May 2020– Mr. Kowalik

B. Discussion and possible action to approve a Resolution and authorize the City Manager to sign an Interlocal Agreement between the City of Live Oak and Texas State University regarding a GIS project for the City– Mr. Hornes

C. Discussion and possible action to nominate and appoint one alternate Planning and Zoning Commissioner with expiration date of September 30, 2020 – Mr. Hornes.

8. CITY COUNCIL REPORT

A. City Council Members report regarding discussion of City issues with citizens.

9. GENERAL ANNOUNCEMENTS FOR CITY COUNCIL AND STAFF

A. City Council

B. Staff

10. ADJOURNMENT

I certify that the above notice of meeting was posted on the bulletin board of the City Hall, 8001 Shin Oak Drive, City of Live Oak, Texas, on July 8, 2020 by 5:00 p.m.

  
Deborah L. Goza  
City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretative services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office, for concerns or requests, at (210) 653-9140, Ext. 213 or FAX (210) 653-2766.

**The City Council for the City of Live Oak reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act, Texas Governmental Code §§ 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberation about Security Devices), and 551.086 (Economic Development), and any other provision under Texas law that permits a governmental body to discuss a matter in a closed executive session.**

**REQUEST ALL PAGERS AND PHONES BE TURNED OFF, WITH THE EXCEPTION OF EMERGENCY ON-CALL PERSONNEL**

It is possible that a quorum of the Live Oak Economic Development Corporation, Parks and Recreation Commission, Planning and Zoning Commission and Board of Adjustment Commission could attend this meeting. The individual members will not engage in any discussion or deliberation on any matters presented by the agenda.



MINUTES  
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1. CALL TO ORDER

Mayor Mary M. Dennis called the July 14, 2020 Regular meeting to order at 7:00 p.m.

2. INVOCATION/PLEDGE OF ALLEGIANCE

Completed

3. ROLL CALL

All City Council Members were present and on the Video and Teleconference Meeting

Mayor Mary M. Dennis (Remote)  
Councilman Mendell D. Morgan Jr. (On-site & remote)  
Councilman/Mayor Pro Tem Bob Tullgren (Remote)  
Councilman Ramon Norris Jr. (Remote)  
Councilman Ed Cimics (Remote)  
Councilman Aaron Dahl (Remote)

Staff – All staff members unless cited were present at City Hall

Scott Wayman, City Manager  
Michael Hornes, Assistant City Manager  
Leroy Kowalik, Finance Director  
Chief Dan Pue, Police Department

Chief Linc Surber, Fire Department  
Mark Wagster, Director of PW  
Clarissa Rodriguez, City Attorney (Remote)  
Deborah Goza, City Secretary

4. CITIZENS TO BE HEARD

None

5. CONSENT AGENDA

A. Approval of Minutes

1. June 30, 2020
2. June 30, 2020 (Goals & Budget Workshop)

B. City Council to approve Bexar Metro 9-1-1- Network District FY 2021 Proposed Budget

C. City Council to approve and accept the recommendation of the Parks & Recreation Commission to approve a Resolution and agreement to allow the Northeast Little League to use the City of Live Oak's Baseball Fields for the fall season – Mr. Wagster

Councilman Cimics made a motion to approve the Consent Agenda; seconded by Councilman Dahl

Vote For: Councilmembers all unanimous – passed 5/0

6. SPECIAL CONSIDERATION

A. Presentation of Employee of the Quarter - April through June 2020 – Trudy Whitfield, HR – Mr. Kowalik

Since September 2019 through this past quarter, the City has seen a substantial increase of employees leaving Live Oak due to retirements, family status changes, other opportunities and various other reasons. With every employee that exits, begins the process of hiring someone new. Both processes, out processing an employee and onboarding new employees take a significant amount of time and usually require her immediate time and attention. In addition, Trudy still has her day-to-day duties that include providing customer service to all employees with many different issues, administering our employee benefit program, administering our Workers' Comp and safety programs. There are two key factors to her success in today's new normal. One, is Trudy's ability to offer understanding and knowledge to each phone call, email, and visitor. Secondly, is her "let's roll up our sleeves and let's get this done" attitude. Trudy makes a difference and I hope everyone can join me in recognizing the valuable role she provides.

7. NEW BUSINESS

A. City Council to approve the Monthly Financial Report ending May 2020– Mr. Kowalik

Mr. Kowalik came before City Council to provide an overview of the process leading up to the presentation of each Monthly Financial Report.

Mr. Kowalik came before City Council to provide information on the monthly Financial Report. The report represents eight months into the fiscal year; revenues and expenditures should be targeted at around the 67% of budget. Other items discussed: General Fund (overall revenues are at 61%); overall expenditures on target at 57% of budget; Capital



Project Funds for the City are Woodcrest Park Fund will be at \$0 ending balance; the Utility operating funds are slightly below target on revenue collections (60%) and expenditures (61.4%); the annual water lease payment and EAA management fees are scheduled for payment, and The Storm-Water Utility Fund is standing firmly at 63% and expenditures are at 44.4%

Councilman Dahl made a motion to approve the Monthly Financial Report ending May 2020; seconded by Councilman Morgan

Vote For: Councilmembers all unanimous – passed 5/0

B. Discussion and possible action to approve a Resolution and authorize the City Manager to sign an Interlocal Agreement between the City of Live Oak and Texas State University regarding a GIS project for the City– Mr. Hornes

Mr. Hornes came before City Council to provide an overview of this item. Several months ago, he contacted the Institute for Government Innovation, an organization within the Texas State University System, about digitizing and cataloguing our utility infrastructure on to our GIS system. The city has a GIS System, but due to the large amount of information, the city would like to contract with this organization digital maps, review for accuracy by us and create a product that anyone can step in to use in the future. The amount of this agreement is \$5,000 and then staff can determine how much data can be completed. Staff acknowledges that the Institute is extremely efficient, and staff will provide the information to council with a second scope of work to complete the project, at a later date.

Q & A

Mayor Dennis asked that there be a statement indicating “not to exceed” \$5,000.

Councilman Tullgren congratulated and thanked Mr. Hornes for moving forward with this idea.

Councilman Norris asked about the work product amount and Mr. Hornes that it would be difficult to answer, but approximately 10 sets and 600 assets.

Councilman Dahl acknowledge that this item has been on his list of items to move forward with and asked about priorities. Mr. Hornes indicated that water and sewer were the priorities. Councilman Dahl asked about the security of this information and Mr. Hornes indicated that he was researching, but it have a “firewall” for protection against hackers.

Councilman Cimics made a motion to approve a Resolution and authorize the City Manager to sign an Interlocal Agreement between the City of Live Oak and Texas State University regarding a GIS project for the City with the “not to exceed \$5,000” amendment; seconded by Councilman Morgan.

Vote For: Councilmembers all unanimous – passed 5/0

C. Discussion and possible action to nominate and appoint one alternate Planning and Zoning Commissioner with expiration date of September 30, 2020 – Mr. Hornes.

Mr. Hornes provided an overview of this item, during the regular meeting of the City Council meeting on June 30th filled an alternate position with P & Z with Michael Llamas, but this still there was one remaining alternate position to fill. Applicant Holly Nguyen had applied, and staff has made a recommendation to City Council to support her nomination and appointment to the alternate position with an expiration date of September 30, 2020.

Councilman Tullgren made a motion to approve the nomination and appointment of Holly Nguyen, with an expiration date of September 30, 2020; seconded by Councilman Morgan  
Vote For: Councilmembers all unanimous – passed 5/0

8. CITY COUNCIL REPORT

A. City Council Members report regarding discussion of City issues with citizens.

Councilman Morgan: Thanked everyone for their support and Heart mural of hearts for the Police Department.

Councilman Tullgren: announced that a resident spoke to him about the sense of community that city staff and council have.

Councilman Cimics: announced that a resident had had a heart attack, and another resident came to the rescue (before EMS arrived) and preformed lifesaving CPR in spite of COVID; he is a hero.

9. GENERAL ANNOUNCEMENTS FOR CITY COUNCIL AND STAFF

A. City Council

Councilman Tullgren: remember your pipes, plants, and pets during the heat of summer.

Mayor Dennis: thanked all the PD wives who took the time to provide support and a “Heart Mural” on the building. She thanked LOCAP President Peggy Cimics and Councilman Cimics for the planning and surprise.

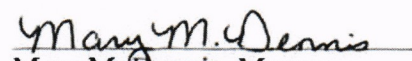
B. Staff

None

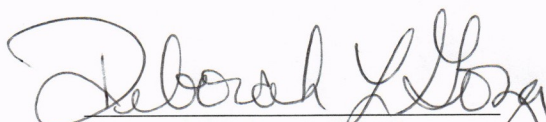
10. ADJOURNMENT

As there was no further business, Councilman Cimics made a motion to adjourn; seconded by Councilman Dahl at 7:33 p.m.

APPROVED:

  
Mary M. Dennis, Mayor

ATTEST:

  
Deborah L. Goza, City Secretary