

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, SEPTEMBER 10, 2024, AT 7:00 P.M.

The public may watch the meeting live at www.liveoaktx.net by clicking the “Live Meetings” button.

1. CALL TO ORDER
2. INVOCATION/PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZENS TO BE HEARD

Per City of Live Oak Code of Ordinances

Section 2-21.5 (1) Live Oak Municipal Code: The rules of courtesy are adopted for persons in attendance at all meetings of Council include: “Those signed up to speak under Citizens To Be Heard shall be called upon in the order that they have registered. No personal attacks shall be allowed by any speaker.”

Section 2-21.1 – Preservation of order includes: “The mayor shall preserve order and decorum, prevent personal references to Council Members or impugning of other members’ motives.”

5. CONSENT AGENDA

- A. Approval of Minutes

1. August 27, 2024

- B. Discussion and possible action regarding a Resolution supporting Mayor Mary M. Dennis as a candidate for the National League of Cities to serve as Vice Chair of the Finance, Administration and Intergovernmental Relations Committee—Mrs. Gaytan

6. NEW BUSINESS

- A. Discussion and possible action regarding the Monthly Financial Report ending on July 31, 2024—Mr. Kowalik

- B. Discussion and possible action regarding an Ordinance adopting the Live Oak Fee Schedule; adding and amending certain fees and other matters in connection therewith—Mr. Ruthven

- C. Discussion and possible action regarding a Resolution authorizing the adoption of updates to the City of Live Oak Personnel Policy Manual and Associated Administrative Procedures for Flexible Schedules, Section 6.3 and Additional Holidays, Section 9.1—Mr. Kowalik

- D. Discussion and possible action regarding an Ordinance making appropriations for the support of the City of Live Oak for the fiscal year beginning October 1, 2024, and ending September 30, 2025; appropriating money to a Sinking Fund to pay interest and principal on the City’s indebtedness; and adopting the Annual Budget of the City of Live Oak for the 2024/2025 fiscal year –Mr. Kowalik

- E. Discussion and possible action to ratify the property tax revenue increase reflected in the

Annual Budget—Mr. Kowalik

- F. Discussion and possible action regarding an Ordinance of the City of Live Oak, Texas levying Ad Valorem taxes for use and support of the municipal government of the City for fiscal year beginning October 1, 2024, and ending September 30, 2025; providing for apportioning each levy for specific purposes; and providing when taxes shall become due and when same shall become delinquent if not paid; and providing for an effective date—Mr. Kowalik
- G. Discussion and possible action regarding a Resolution to award a bid to Abelar Incorporated in the amount of \$149,994; authorizing the City Manager to enter into an agreement to construct the 2024 City of Live Oak and Randolph Brooks Federal Credit Union (RBFCU) Monument and Signage Project; and further authorizing the City Manager to execute a change order for additional work not to exceed 10% or \$14,999.40—Mr. McNew and Mrs. Lowder

7. CITY COUNCIL REPORT

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

8. GENERAL ANNOUNCEMENTS FOR CITY COUNCIL AND STAFF

- A. City Council
- B. Staff

9. 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 September 5, 2024 by 5:00 p.m.



Isa Gaytan, TRMC
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. 2213

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 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 member's will not engage in any discussion or deliberation on any matters presented by the agenda.

MINUTES
MEETING OF THE CITY COUNCIL
CITY OF LIVE OAK
WILL BE HELD AT THE LIVE OAK COUNCIL CHAMBERS
8001 SHIN OAK DRIVE
TUESDAY, AUGUST 27, 2024, AT 7:00 P.M.

1. CALL TO ORDER

Mayor Dennis called the meeting to order at 7:00 p.m.

2. INVOCATION/PLEDGE OF ALLEGIANCE

Completed.

3. ROLL CALL

Mayor Mary M. Dennis
Councilmember Mendell Morgan
Councilmember/Mayor Pro-Tem Bob Tullgren
Councilmember Dr. Erin Perez
Councilmember Ed Cimics
Councilmember Aaron Dahl

Staff

Anas Garfaoui, City Manager
Ron Ruthven, Assistant City Manager
Leroy Kowalik, Finance Director
Chief Gary Hopper, Police Department
Chief Linc Surber, Fire Department
Mark Wagster, Director of PW
Clarissa Rodriguez, City Attorney
Donna Lowder, Manager of EDC
Isa Gaytan, City Secretary

4. CITIZENS TO BE HEARD

None.

5. CONSENT AGENDA

A. Approval of Minutes

1. August 13, 2024

B. City Council to approve the cancellation of the November 26, 2024, and December 31, 2024, City Council meetings due to City Holidays—Mr. Garfaoui

C. Approval of the Code Enforcement Q2 report—Mr. Solis

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

Vote FOR: Councilmember Morgan, Tullgren, Perez, Cimics, and Dahl; Passed 5/0

6. SPECIAL CONSIDERATION

A. Proclamation for National Preparedness Month - September 2024—Deputy Fire Marshal Luna

Councilmember Dahl read the National Preparedness Month Proclamation. Mayor Dennis presented proclamation to Deputy Fire Marshal Luna. Also present were Chief Surber and Assistant Chief Drewry

B. Proclamation in recognition of September 11, 2001—Mr. Garfaoui, Chief Hopper and Chief Surber

Councilmember Cimics read the Proclamation in recognition of September 11, 2001. Mayor Dennis presented proclamation to Chief Surber, Chief Hopper and Mr. Garfaoui.

7. NEW BUSINESS

A. Discussion and possible action to authorize the City Manager to engage 6S Engineering (City Engineer) to perform professional engineering services for the reconstruction of the parking lots at Main City Park for an amount not to exceed \$214,785—Mr. McNew

Mr. McNew came before Council to speak on services to be performed by 6S Engineering in the reconstruction of the parking lots at Main City Park.

Councilmember Tullgren made a motion to approve the City Manager to engage 6S Engineering (City Engineer) to perform professional engineering services for the reconstruction of the parking lots at Main City Park for an amount not to exceed \$214,785; seconded by Councilmember Perez

Vote FOR: Councilmember Morgan, Tullgren, Perez, Cimics, and Dahl; Passed 5/0

B. Discussion and possible action regarding Cibolo Creek Municipal Authority (CCMA) Sewer Rates – Mr. Kowalik

Mr. Kowalik presented the CCMA sewer rates.

Councilmember Dahl made a motion to approve the Cibolo Creek Municipal Authority sewer rates; seconded by Councilmember Tullgren

Vote FOR: Councilmember Morgan, Tullgren, Perez, Cimics, and Dahl; Passed 5/0

C. Presentation, discussion and possible action to approve the Quarterly Financial Report ending June 30, 2024—Mr. Kowalik

Mr. Kowalik presented the Quarterly Financial Report ending June 30, 2024.

Councilmember Dahl made a motion to approve the Quarterly Financial Report ending June 30, 2024; seconded by Councilmember Cimics

Vote FOR: Councilmember Morgan, Tullgren, Perez, Cimics, and Dahl; Passed 5/0

D. Discussion and possible action on a Resolution to approve and authorize the Interlocal Agreement with Texas Municipal League Risk Pool (TMLIRP) for the Opt-In for Cyber Security Coverage—Mr. Kowalik

Mr. Kowalik presented the interlocal agreement with TMLIRP. Mayor Dennis stepped out and Mayor Pro-Tem proceeded with agenda item.

Councilmember Morgan made a motion to approve the Interlocal Agreement with Texas Municipal League Risk Pool (TMLIRP) for the Opt-In for Cyber Security Coverage; seconded by Councilmember Perez

Vote FOR: Councilmember Morgan, Tullgren, Perez, Cimics, and Dahl; Passed 5/0

8. CITY COUNCIL REPORT

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

Councilmember Morgan reported he has heard nice comments about the repaving of the roads. Also, reported he has seen irrigation leaks around the city and is concerned about the water being wasted.

Councilmember Cimics reported a citizen's concern with the overgrown weeds of a neighbor's backyard has been addressed to City Manager and the matter was taken care of.

9. GENERAL ANNOUNCEMENTS FOR CITY COUNCIL AND STAFF

A. City Council

Councilmember Morgan announced the fundraiser at BJ's to benefit the Humane Society will be on October 7, 2024 and Pet Pawlooza will be on October 26, 2024 from 9:00 a.m.

to 3:00 p.m.; volunteers are welcomed. Lastly Councilmember Morgan thanked Mad Women for the announcement in the Hometown News.

Mayor Dennis announced she attended TML Policy Summit and is preparing for the next legislative year. Also, announced she attended the Land Use Essentials for City Officials workshop with Councilmember Cimics. Lastly, mentioned she's heard about the West Nile virus and addressed her concern to Mr. Wagster, Director of Public Works.

B. Staff

Mr. Garfaoui announced City offices will be closed on September 2, 2024, in observance of Labor Day.

Mrs. Lowder announced the Hometown News magazine is out and should be arriving in the mail soon.

Mr. Kowalik announced the adoption of the FY 24/25 Budget and tax rate will be in the September 10, 2024, meeting.

Chief Hopper announced the MADD Walk event will be on September 7, 2024, and encouraged everyone to participate in the event.

10. ADJOURNMENT

As there was no further business, Councilmember Cimics made a motion to adjourn; seconded by Councilmember Dahl. City Council meeting adjourned at 7:38 p.m.

APPROVED:

Mary M. Dennis, Mayor

ATTEST:

Isa Gaytan, City Secretary



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: September 10, 2024

Agenda item: 5B

Prepared by: Isa Gaytan, City Secretary

Reviewed by: Anas Garfaoui, City Manager

Department: Administration

AGENDA ITEM DESCRIPTION:

Discussion and possible action regarding a Resolution supporting Mayor Mary M. Dennis as a candidate for the National League of Cities to serve as Vice Chair of the Finance, Administration and Intergovernmental Relations Committee.

Staff Briefing:

Requesting City Council to approve the Resolution to support Mayor Dennis as a candidate for the NLC Vice Chair of the Finance, Administration and Intergovernmental Relations Committee.

ACTION:

- Ordinance Resolution
- Proclamations Special Presentation
- Finance Report Public Hearing
- Other

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal#	3

Strategic Goals: 1- Stable, 2- Secure, 3 - Supportive and 4 - Beautiful

Staff Recommended Motion:

Under Consent.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK, SUPPORTING MAYOR MARY M. DENNIS AS A CANDIDATE FOR THE NATIONAL LEAGUE OF CITIES, TO SERVE AS VICE CHAIR FOR THE FINANCE, ADMINISTRATION AND INTERGOVERNMENTAL RELATIONS COMMITTEE; AND DECLARING AN EFFECTIVE DATE

WHEREAS, The National League of Cities (NLC) represents municipal interests before legislative and administrative bodies; and

WHEREAS, National League of Cities is to strengthen and promote cities as centers of opportunity, leadership and governance; and

WHEREAS, the City of Live Oak is an active NLC member city and participates in legislative issues; and

WHEREAS, Mary M. Dennis, currently serves as a Committee member of the National League of Cities Transportation and Infrastructure Committee, and Board Chair of the Texas Municipal League Intergovernmental Risk Pool, and serves on several other TML Affiliate Committees; and

WHEREAS, Mary M. Dennis, as the Mayor of Live Oak and Community Representative, would be a valuable NLC Vice Chair who would uphold NLC’s goals and providing valuable input in NLC’s Affairs; and

WHEREAS, Mary M. Dennis is a true example of commitment and outstanding leadership to all Texas elected officials; and

WHEREAS, Mary M. Dennis is an effective leader that would provide a positive influence to improve the quality of life for all citizens of the State of Texas;

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF LIVE OAK, BEXAR COUNTY TEXAS:

Section 1. That the Mayor and City Council of the City of Live Oak, Texas, strongly support Mary M. Dennis as a candidate for NLC’s Vice Chair position for the Finance, Administration and Intergovernmental Relations Committee.

Section 2. That this resolution shall be effective at the time of its adoption.

The foregoing resolution was approved and adopted on September 10th by the following vote:

Councilman Mendell Morgan Jr.: _____

Councilman/Mayor Pro-Tem Robert “Bob” Tullgren: _____

Councilwoman Dr. Erin Perez: _____

Councilman Ed Cimics: _____

Councilman Aaron Dahl: _____

PASSED AND APPROVED this 10th day of September 2024.

Mary M. Dennis, Mayor

ATTEST:

Isa Gaytan, City Secretary

Approved as to form:

City Attorney



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: September 10, 2024

Agenda item: 6A

Prepared by: L. Kowalik, Finance Director

Reviewed by: Anas Garfaoui, City Manager

Department: Finance

AGENDA ITEM DESCRIPTION:

Discussion and possible action regarding the monthly financial report for the period ending July 31, 2024.

Staff Briefing:

The presented financial reports are cumulative from October 1, 2023 through the period ending date. These reports are presented to keep the City Council, Mayor and City Manager up to date on the financial condition of the City of Live Oak.

Attached is a memorandum outlining some of the major points of interest, along with, the Financial Report for the period ending July 31, 2024. The financial reports are cumulative from October 1, 2023 through the ending period. This report is also unaudited and subject to slight changes.

ACTION:

- Ordinance Resolution
- Proclamations Special Presentation
- Finance Report Public Hearing
- Other

Cost:	N/A
Budgeted	N/A
Actual	N/A
Acct. Name	N/A
Acct. Fund	N/A
Other Funding	N/A
Strategic Goal #	1 and 3

Strategic Goals: 1- Stable, 2- Secure, 3 - Supportive and 4 - Beautiful

Staff Recommended Motion:

Motion is to accept the monthly financial report for the period ending July 31, 2024.

MEMORANDUM

Date: September 10, 2024

To: Mayor and City Council

Via: Anas Garfaoui, City Manager

From: Leroy Kowalik, Finance Director

RE: Financial update through period ending July 31, 2024

Attached is a financial report for all funds that represents a snapshot of the financial status as of July 31, 2024. This report represents ten months into the fiscal year; therefore, revenues and expenditures should be targeted around the 83% of budget. Interfund transfers are recorded for quarterly financial reports. The amounts reflected in the attached report are unaudited and are subject to minor changes. In the remainder of this memo, I have focused on some of the points of interests within some of the major funds. Should you desire further information or more detailed information, please feel free to contact me at your convenience. This financial update is cumulative (October 2023 through ending period).

General Fund:

Overall revenues are at 90% of budget. Revenues are above the target percentage primarily because of timing of which the City receives its different revenue sources. Property taxes are already at 100% because the largest portion of property tax revenue comes to the City in late December through January. Other taxes including sales tax revenue are at 81%. Sales tax remittance for October 2023 thru July 2024 was lower (0.23%) than the same months in 2022-2023. Fines & forfeitures are at 116%. Permits and Licenses are at 85%. Franchise fees are at (85%) and Service Use fees (73%) are below the targeted percentage but mainly because of when they are paid to the City. Some of the franchise fees accrue and pay out quarterly and service use fees are seasonal. Interest is at 247% which is indicative of where the Federal Funds Rate is.

Overall expenditures are just below target at 73% of budget. Most of the departments are close to the targeted percentage. One thing that affect the overall percentage is the timing of some of the larger expenditures. Longevity pay is paid out in November. Workers Comp and Property and Liability Insurance are paid early in the fiscal year. Other several annual expenditures don't get started till the spring and summer months. There are several departments that are slightly lower than the target mainly because of vacancies, emergency contingencies that were budgeted and seasonal activities. Outstanding encumbrances are approximately \$266,288 for items placed on order but have not been received. Once again, transfers and some accruals are recorded on a quarterly basis.

As of the report date, total revenue recorded through July, 2024 is \$15,362,032. Total expenditures recorded through the same period are \$14,802,579. This activity results in a current

net gain of \$559,453. This current net gain brings the City's General Fund balance to \$15,368,992. This is a normal pattern for this period of the Fiscal Year.

The Capital Project Funds:

The Capital Project Funds are created with specific projects to get accomplished.

As of July 2024:

The 2022 GO Bond Fund was created to track the receipt of the bond proceeds and accompany interest income and the expenditures to be made in accordance with the street projects identified as part of the 2022 bond election. As of this period, \$707,148 was recorded as interest income. \$8,577,987 was expended on project work. The fund balance as of this period is \$10,164,223.

The Capital Project Fund is where the City tracks a variety of projects that are not recorded through the General Fund. This keeps this function separate from General Fund operations. The fund balance as of this period is \$5,097,566. As of this period, \$1,396,275 has been expended on project work.

The Utility Funds:

The Utility operating fund is above target on revenue collections (93%) and above the target on expenditures (96%). Recorded revenues are below expenditures through July 2024 by \$62,986. There are some accruals that get recorded on a quarterly basis and are not reflective in this report. Also, the City's annual water lease payment and EAA management fees get paid early in the year. Cash and cash equivalents (working capital) is currently at \$209,363. Operating transfers occur on a quarterly basis. The fund balance for the Utility R&R fund through this period is \$1,100,754. Again, the transfers into this fund are recorded on a quarterly basis.

The Stormwater Utility Fund revenues are right at the target at 82%. Expenditures are below at 59%. The cash and cash equivalents (working capital) for the Stormwater fund is currently \$356,022. As with the other funds, operating transfers out occur on a quarterly basis and will draw this fund balance down.

The summary report for all funds, supporting this memo is attached. For detailed information, or should you have any questions, please contact me.

**City of Live Oak
General Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Taxes - Ad Valorem	\$ 5,018,229	\$ -	\$ 5,018,229	\$ 5,024,747	100%
Taxes - Sales Tax, Mixed Beverage	9,037,659	-	9,037,659	7,283,707	81%
Franchise Fees	1,129,000	-	1,129,000	920,680	82%
Permits & Licenses	298,100	-	298,100	252,575	85%
Grants & Intergovernmental	230,000	-	230,000	220,000	96%
Service Use Fees	115,200	-	115,200	84,098	73%
Fines and Forfeitures	486,000	-	486,000	561,352	116%
Interest	200,000	-	200,000	493,032	247%
Miscellaneous	66,000	-	66,000	160,341	243%
Total Revenues:	<u>16,580,188</u>	<u>-</u>	<u>16,580,188</u>	<u>15,000,532</u>	<u>90%</u>
Expenditures by Department:					
City Council	45,650	-	45,650	22,726	50%
Council Contingency	200,000	-	200,000	-	0%
City Manager's Office	336,950	-	336,950	219,146	65%
City Secretary's Office	616,575	-	616,575	498,602	81%
Municipal Court	424,605	-	424,605	307,610	72%
Finance	881,425	-	881,425	674,956	77%
Emergency Management	21,835	-	21,835	11,077	51%
Police Department	5,329,455	-	5,329,455	4,200,125	79%
Communication Services	910,580	-	910,580	670,452	74%
Fire and EMS Services Department	3,632,095	-	3,632,095	2,952,022	81%
Public Works	1,824,600	-	1,824,600	1,093,211	60%
Streets Maintenance	947,900	-	947,900	529,034	56%
Animal Control	364,554	-	364,554	256,666	70%
Parks Maintenance	1,104,700	-	1,104,700	836,779	76%
Recreation	428,050	-	428,050	360,131	84%
Planning and Zoning	246,750	-	246,750	68,356	28%
Development Services	289,450	-	289,450	139,810	48%
Information Technology	500,140	-	500,140	330,637	66%
Total Expenditures	<u>18,105,314</u>	<u>-</u>	<u>18,105,314</u>	<u>13,171,340</u>	<u>73%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(1,525,126)	-	(1,525,126)	1,829,192	
Other Sources and (Uses):					
Interfund Transfers In	482,000	-	482,000	361,500	75%
Interfund Transfers Out	(2,172,819)	-	(2,172,819)	(1,631,239)	75%
Total Other Sources and Uses:	<u>(1,690,819)</u>	<u>-</u>	<u>(1,690,819)</u>	<u>(1,269,739)</u>	<u>75%</u>
Net Change in Fund Balance	(3,215,945)	-	(3,215,945)	559,453	
Beginning Fund Balance - October 1, 2023	<u>\$ 14,556,076</u>	<u>\$ 253,463</u>	<u>\$ 14,809,539</u>	<u>\$ 14,809,539</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 11,340,131</u>	<u>\$ 253,463</u>	<u>\$ 11,593,594</u>	<u>\$ 15,368,992</u>	
Approved Designated Fund Balance Appropriations					
Undesignated Fund Balance	3,215,945	-	3,215,945	-	
	<u>3,215,945</u>	<u>-</u>	<u>3,215,945</u>	<u>-</u>	

**City of Live Oak
Asset Replacement Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Interest	\$ 65,000	\$ -	\$ 65,000	\$ 125,074	192%
Miscellaneous	-	-	-	28,050	0%
Total Revenues:	<u>65,000</u>	<u>-</u>	<u>65,000</u>	<u>153,124</u>	<u>236%</u>
Expenditures:					
Vehicles/Equipment	<u>964,000</u>	<u>-</u>	<u>964,000</u>	<u>751,545</u>	<u>78%</u>
Total Expenditures	<u>964,000</u>	<u>-</u>	<u>964,000</u>	<u>751,545</u>	<u>78%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(899,000)	-	(899,000)	(598,421)	
Other Sources and Uses:					
Interfund Transfers In	<u>1,176,409</u>	<u>-</u>	<u>1,176,409</u>	<u>882,307</u>	<u>75%</u>
Total Other Sources and Uses:	<u>1,176,409</u>	<u>-</u>	<u>1,176,409</u>	<u>882,307</u>	<u>75%</u>
Net Change in Fund Balance	277,409	-	277,409	283,886	
Beginning Fund Balance - October 1, 2023	<u>\$ 2,736,473</u>	<u>\$ 15,862</u>	<u>\$ 2,752,335</u>	<u>\$ 2,752,335</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 3,013,882</u>	<u>\$ 15,862</u>	<u>\$ 3,029,744</u>	<u>\$ 3,036,221</u>	

**City of Live Oak
Abatement Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Service Fees	\$ 7,000	\$ -	\$ 7,000	\$ 34,247	489%
Total Revenues:	<u>7,000</u>	<u>-</u>	<u>7,000</u>	<u>34,247</u>	<u>489%</u>
Expenditures:					
Public Works	<u>16,000</u>	<u>-</u>	<u>16,000</u>	<u>-</u>	<u>0%</u>
Total Expenditures	<u>16,000</u>	<u>-</u>	<u>16,000</u>	<u>-</u>	<u>0%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(9,000)	-	(9,000)	34,247	
Other Sources and Uses:					
Interfund Transfers In	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>7,500</u>	<u>75%</u>
Total Other Sources and Uses:	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>7,500</u>	<u>75%</u>
Net Change in Fund Balance	1,000	-	1,000	41,747	
Beginning Fund Balance - October 1, 2023	<u>\$ 7,354</u>	<u>\$ 4,800</u>	<u>\$ 12,154</u>	<u>\$ 12,154</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 8,354</u>	<u>\$ -</u>	<u>\$ 13,154</u>	<u>\$ 53,901</u>	

**City of Live Oak
Debt Service Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Taxes - Ad Valorem	\$ 2,135,686	\$ -	\$ 2,135,686	\$ 2,130,193	100%
Interest	12,000	-	12,000	68,412	570%
Total Revenues:	<u>2,147,686</u>	<u>-</u>	<u>2,147,686</u>	<u>2,198,605</u>	<u>102%</u>
Expenditures:					
Debt Service	<u>3,234,450</u>	<u>-</u>	<u>3,234,450</u>	<u>3,233,025</u>	<u>100%</u>
Total Expenditures	<u>3,234,450</u>	<u>-</u>	<u>3,234,450</u>	<u>3,233,025</u>	<u>100%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(1,086,764)	-	(1,086,764)	(1,034,420)	
Other Sources and Uses:					
Interfund Transfers In	<u>1,086,764</u>	<u>-</u>	<u>1,086,764</u>	<u>815,073</u>	<u>75%</u>
Total Other Sources and Uses:	<u>1,086,764</u>	<u>-</u>	<u>1,086,764</u>	<u>815,073</u>	<u>75%</u>
Net Change in Fund Balance	-	-	-	(219,347)	
Beginning Fund Balance - October 1, 2023	<u>\$ 497,180</u>	<u>\$ 44,362</u>	<u>\$ 541,542</u>	<u>\$ 541,542</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 497,180</u>	<u>\$ 44,362</u>	<u>\$ 541,542</u>	<u>\$ 322,195</u>	

**City of Live Oak
Forfeiture Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Fines & Forfeitures	\$ 52,000	\$ -	\$ 52,000	\$ 90,144	173%
Interest	3,000	-	3,000	11,593	386%
Total Revenues:	55,000	-	55,000	101,737	185%
Expenditures:					
Federal Forfeitures	103,000	-	103,000	\$ 57,873	56%
State Forfeitures	-	-	-	-	0%
Total Expenditures	103,000	-	103,000	\$ 57,873	56%
Excess (Deficiency) of Revenues Over (Under) Expenditures	(48,000)	-	(48,000)	\$ 43,864	
Net Change in Fund Balance	(48,000)	-	(48,000)	\$ 43,864	
Beginning Fund Balance - October 1, 2023	<u>\$ 203,429</u>	<u>\$ 144,201</u>	<u>\$ 347,630</u>	<u>\$ 347,630</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 155,429</u>	<u>\$ 144,201</u>	<u>\$ 299,630</u>	<u>\$ 391,494</u>	

**City of Live Oak
Federal /State Grants**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Grants & Intergovernmental Allocations	\$ -	\$ -	\$ -	\$ -	0%
Interest	-	-	-	-	0%
Total Revenues:	-	-	-	-	0%
Expenditures:					
Project Construction	-	-	-	-	0%
Total Expenditures	-	-	-	-	0%
Net Change in Fund Balance	-	-	-	-	
Beginning Fund Balance - October 1, 2023	\$ -	\$ -	\$ -	\$ -	
Ending Fund Balance - July 31, 2024	\$ -	\$ -	\$ -	\$ -	

**City of Live Oak
Child Safety Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Grants & Intergovernmental Allocations	\$ 16,000	\$ -	\$ 16,000	\$ 14,789	92%
Interest	4,000	-	4,000	6,095	152%
Total Revenues:	<u>20,000</u>	<u>-</u>	<u>20,000</u>	<u>20,884</u>	<u>104%</u>
Expenditures:					
Police Department	3,500	-	3,500	1,340	38%
Fire & Inspections	2,500	-	2,500	1,696	68%
Public Works-General	44,735	-	44,735	-	0%
Total Expenditures	<u>50,735</u>	<u>-</u>	<u>50,735</u>	<u>3,036</u>	<u>6%</u>
Net Change in Fund Balance	(30,735)	-	(30,735)	17,848	
Beginning Fund Balance - October 1, 2023	<u>\$ 152,329</u>	<u>\$ 1,461</u>	<u>\$ 153,790</u>	<u>\$ 153,790</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 121,594</u>	<u>\$ 1,461</u>	<u>\$ 123,055</u>	<u>\$ 171,638</u>	

**City of Live Oak
Court Technology Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Fines & Forfeitures	\$ 13,000	\$ -	\$ 13,000	\$ 13,375	103%
Interest	2,000	-	2,000	5,452	273%
Total Revenues:	15,000	-	15,000	18,827	126%
Expenditures:					
Municipal Court	26,000	-	26,000	16,243	62%
Total Expenditures	<u>26,000</u>	<u>-</u>	<u>26,000</u>	<u>16,243</u>	<u>62%</u>
Net Change in Fund Balance	(11,000)	-	(11,000)	2,584	
Beginning Fund Balance - October 1, 2023	<u>\$ 118,326</u>	<u>\$ 973</u>	<u>\$ 119,299</u>	<u>\$ 119,299</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 107,326</u>	<u>\$ 973</u>	<u>\$ 108,299</u>	<u>\$ 121,883</u>	

**City of Live Oak
Court Security Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Fines & Forfeitures	\$ 13,000	\$ -	\$ 13,000	\$ 15,809	122%
Interest	1,000	-	1,000	2,844	284%
Total Revenues:	14,000	-	14,000	18,653	133%
Expenditures:					
Municipal Court	25,375	-	25,375	10,858	43%
Total Expenditures	25,375	-	25,375	10,858	43%
Net Change in Fund Balance	(11,375)	-	(11,375)	7,795	
Beginning Fund Balance - October 1, 2023	\$ 64,252	\$ 5,283	\$ 69,535	\$ 69,535	
Ending Fund Balance - July 31, 2024	\$ 52,877	\$ 5,283	\$ 58,160	\$ 77,330	

**City of Live Oak
Hotel Occupancy Tax (HOT) Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Occupancy Tax	\$ 615,000	\$ -	\$ 615,000	\$ 419,960	68%
Interest	25,000	-	25,000	59,488	238%
Total Revenues:	640,000	-	640,000	479,448	75%
Expenditures:					
Administration Department	640,000	-	640,000	468,387	73%
Total Expenditures	640,000	-	640,000	468,387	73%
Net Change in Fund Balance	-	-	-	11,061	
Beginning Fund Balance - October 1, 2023	<u>\$ 1,286,958</u>	<u>\$ (460)</u>	<u>\$ 1,286,498</u>	<u>\$ 1,286,498</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 1,286,958</u>	<u>\$ (460)</u>	<u>\$ 1,286,498</u>	<u>\$ 1,297,559</u>	

**City of Live Oak
Emergency Radio System Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Service Use Fees	\$ 5,000	\$ -	\$ 5,000	\$ 1,200	24%
Interest	2,000	-	2,000	3,560	178%
Total Revenues:	7,000	-	7,000	4,760	68%
Expenditures:					
Emergency Radio System	19,070	-	19,070	1,356	7%
Total Expenditures	19,070	-	19,070	1,356	7%
Excess (Deficiency) of Revenues Over (Under) Expenditures	(12,070)	-	(12,070)	3,404	
Other Sources and Uses:					
Interfund Transfers Out	(10,000)	-	(10,000)	(7,500)	75%
Total Other Sources and Uses:	(10,000)	-	(10,000)	(7,500)	75%
Net Change in Fund Balance	(22,070)	-	(22,070)	(4,096)	
Beginning Fund Balance - October 1, 2023	<u>\$ 93,634</u>	<u>\$ 511</u>	<u>\$ 94,145</u>	<u>\$ 94,145</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 71,564</u>	<u>\$ 511</u>	<u>\$ 72,075</u>	<u>\$ 90,049</u>	

**City of Live Oak
PEG Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Franchise Fee	\$ 45,000	\$ -	\$ 45,000	\$ 30,522	68%
Total Revenues:	45,000	-	45,000	30,522	68%
Expenditures:					
Capital Outlay	65,000	-	65,000	-	0%
Total Expenditures	65,000	-	65,000	-	0%
 Net Change in Fund Balance	 (20,000)	 -	 (20,000)	 30,522	
 Beginning Fund Balance - October 1, 2023	 \$ 430,444	 \$ 1,717	 \$ 432,161	 \$ 432,161	
Ending Fund Balance - July 31, 2024	<u>\$ 410,444</u>	<u>\$ 1,717</u>	<u>\$ 412,161</u>	<u>\$ 462,683</u>	

**City of Live Oak
Alamo Regional SWAT Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Intergovernmental	\$ 52,000	\$ -	\$ 52,000	\$ 52,000	100%
Total Revenues:	52,000	-	52,000	52,000	100%
Expenditures:					
Capital Outlay	44,640	-	44,640	34,913	78%
Total Expenditures	44,640	-	44,640	34,913	78%
Excess (Deficiency) of Revenues Over (Under) Expenditures	7,360	-	7,360	17,087	
Other Sources and Uses:					
Interfund Transfers In	6,500	-	6,500	6,500	100%
Total Other Sources and Uses:	6,500	-	6,500	6,500	100%
Net Change in Fund Balance	13,860	-	13,860	23,587	
Beginning Fund Balance - October 1, 2023	<u>\$ 86,457</u>	<u>\$ (10,832)</u>	<u>\$ 75,625</u>	<u>\$ 75,625</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 100,317</u>	<u>\$ (10,832)</u>	<u>\$ 89,485</u>	<u>\$ 99,212</u>	

**City of Live Oak
2022 G.O. Bond Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Interest	\$ 400,000	\$ -	\$ 400,000	\$ 707,148	177%
Total Revenues:	400,000	-	400,000	707,148	177%
Expenditures:					
Professional Fees	305,000	-	305,000	-	0%
Construction Costs	17,833,362	296,700	18,130,062	8,577,987	47%
Total Expenditures	<u>18,138,362</u>	<u>296,700</u>	<u>18,435,062</u>	<u>8,577,987</u>	<u>47%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(17,738,362)	(296,700)	(18,035,062)	(7,870,839)	
Net Change in Fund Balance	(17,738,362)	(296,700)	(18,035,062)	(7,870,839)	
Beginning Fund Balance - October 1, 2023	<u>\$ 17,738,362</u>	<u>\$ 296,700</u>	<u>\$ 18,035,062</u>	<u>\$ 18,035,062</u>	
Ending Fund Balance - July 31, 2024	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,164,223</u>	

**City of Live Oak
Capital Projects Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Interest	\$ 75,000	\$ -	\$ 75,000	\$ 203,632	272%
Total Revenues:	75,000	-	75,000	203,632	272%
Expenditures:					
Professional Fees	855,000	-	855,000	184,544	22%
Capital Outlay - Equipment	389,328	200,000	589,328	414,216	70%
Construction	1,978,598	-	1,978,598	797,515	40%
Total Expenditures	<u>3,222,926</u>	<u>200,000</u>	<u>3,422,926</u>	<u>1,396,275</u>	<u>41%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(3,147,926)	(200,000)	(3,347,926)	(1,192,643)	
Other Sources and Uses:					
Interfund Transfers In	1,847,500	200,000	2,047,500	1,535,625	75%
Total Other Sources and Uses:	<u>1,847,500</u>	<u>200,000</u>	<u>2,047,500</u>	<u>1,535,625</u>	<u>75%</u>
Net Change in Fund Balance	(1,300,426)	-	(1,300,426)	342,982	
Beginning Fund Balance - October 1, 2023	<u>\$ 2,922,183</u>	<u>\$ 1,832,401</u>	<u>\$ 4,754,584</u>	<u>\$ 4,754,584</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 1,621,757</u>	<u>\$ 1,832,401</u>	<u>\$ 3,454,158</u>	<u>\$ 5,097,566</u>	

**City of Live Oak
Utility Operations Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Utility Revenue	\$ 5,849,250	\$ -	\$ 5,849,250	\$ 5,448,669	93%
Total Revenues:	5,849,250	-	5,849,250	5,448,669	93%
Expenditures:					
Administration Department	317,200	-	317,200	226,954	72%
Public Works General	4,926,647	-	4,926,647	4,806,574	98%
Total Expenditures	<u>5,243,847</u>	<u>-</u>	<u>5,243,847</u>	<u>5,033,528</u>	<u>96%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	605,403	-	605,403	415,141	
Other Sources and Uses:					
Interfund Transfers In	29,500	-	29,500	22,125	75%
Interfund Transfers Out	(667,002)	-	(667,002)	(500,252)	75%
Total Other Sources and Uses:	<u>(637,502)</u>	<u>-</u>	<u>(637,502)</u>	<u>(478,127)</u>	<u>75%</u>
Net Change in Fund Balance					
	(32,099)	-	(32,099)	(62,986)	
Beg. Net Working Cap - October 1, 2023					
	\$ 384,461	\$ (112,112)	\$ 272,349	\$ 272,349	
End. Net Working Cap. - July 31, 2024					
	\$ 352,362	\$ (112,112)	\$ 240,250	\$ 209,363	

City of Live Oak
Utility Development and Renewals/Replacement Fund

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Interest	\$ 25,000	\$ -	\$ 25,000	\$ 43,688	175%
Miscellaneous	75,000	-	75,000	-	0%
Total Revenues:	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>43,688</u>	<u>44%</u>
Expenditures:					
Public Works General	<u>605,000</u>	<u>-</u>	<u>605,000</u>	<u>205,121</u>	<u>34%</u>
Total Expenditures	<u>605,000</u>	<u>-</u>	<u>605,000</u>	<u>205,121</u>	<u>34%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(505,000)	-	(505,000)	(161,433)	
Other Sources and Uses:					
Interfund Transfers In	<u>310,000</u>	<u>-</u>	<u>310,000</u>	<u>232,500</u>	<u>75%</u>
Total Other Sources and Uses:	<u>310,000</u>	<u>-</u>	<u>310,000</u>	<u>232,500</u>	<u>75%</u>
Net Change in Fund Balance	(195,000)	-	(195,000)	71,067	
Beginning Fund Balance - October 1, 2023	<u>\$ 998,278</u>	<u>\$ 31,409</u>	<u>\$ 1,029,687</u>	<u>\$ 1,029,687</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 803,278</u>	<u>\$ 31,409</u>	<u>\$ 834,687</u>	<u>\$ 1,100,754</u>	

**City of Live Oak
Storm Water Utility Fund**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Utility Revenue	\$ 658,000	\$ -	\$ 658,000	\$ 541,143	82%
Total Revenues:	658,000	-	658,000	541,143	82%
Expenditures:					
Operations	872,200	-	872,200	516,264	59%
Total Expenditures	872,200	-	872,200	516,264	59%
Excess (Deficiency) of Revenues Over (Under) Expenditures	(214,200)	-	(214,200)	24,879	
Other Sources and Uses:					
Interfund Transfers Out	(43,231)	-	(43,231)	(32,423)	75%
Total Other Sources and Uses:	(43,231)	-	(43,231)	(32,423)	75%
Net Change in Fund Balance	(257,431)	-	(257,431)	(7,544)	
Beg. Net Working Cap - October 1, 2023	<u>\$ 395,877</u>	<u>\$ (32,311)</u>	<u>\$ 363,566</u>	<u>\$ 363,566</u>	
End. Net Working Cap. - July 31, 2024	<u>\$ 138,446</u>	<u>\$ (32,311)</u>	<u>\$ 106,135</u>	<u>\$ 356,022</u>	

**City of Live Oak
Economic Development Corporation**

For the Period Ending July 31, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Taxes - Other	\$ 2,833,886	\$ -	\$ 2,833,886	\$ 2,301,068	81%
Interest & Miscellaneous	135,000	-	135,000	250,723	186%
Total Revenues:	<u>2,968,886</u>	<u>-</u>	<u>2,968,886</u>	<u>2,551,791</u>	<u>86%</u>
Expenditures:					
Administration Department	783,420	-	783,420	338,000	43%
Utilities/Water Rights	300,000	-	300,000	-	0%
Land	157,310	-	157,310	1,528	1%
Unspecified Projects	100,000	-	100,000	-	0%
Total Expenditures	<u>1,340,730</u>	<u>-</u>	<u>1,340,730</u>	<u>339,528</u>	<u>25%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,628,156	-	1,628,156	2,212,263	
Other Sources and Uses:					
Interfund Transfers Out	<u>(1,980,621)</u>	<u>(200,000)</u>	<u>(2,180,621)</u>	<u>(1,635,466)</u>	<u>75%</u>
Total Other Sources and Uses:	<u>(1,980,621)</u>	<u>(200,000)</u>	<u>(2,180,621)</u>	<u>(1,635,466)</u>	<u>75%</u>
Net Change in Fund Balance	(352,465)	(200,000)	(552,465)	576,797	
Beginning Fund Balance - October 1, 2023	<u>\$ 4,961,360</u>	<u>\$ (124,213)</u>	<u>\$ 4,837,147</u>	<u>\$ 4,837,147</u>	
Ending Fund Balance - July 31, 2024	<u>\$ 4,608,895</u>	<u>\$ (324,213)</u>	<u>\$ 4,284,682</u>	<u>\$ 5,413,944</u>	



CITY COUNCIL AGENDA ITEM FORM

Meeting Date September 10, 2024

Agenda item: 6B

Prepared by: Ron Ruthven, ACM

Reviewed by: Anas Garfaoui, City Manager

Department: Administration

AGENDA ITEM DESCRIPTION:

Discussion and possible action regarding an Ordinance adopting the Live Oak Fee Schedule; adding and amending certain fees and other matters in connection therewith.

STAFF BRIEFING:

The fee schedule was last updated by the Council on December 13, 2022. Regarding the current update, staff is only proposing minor updates to the police, development services, planning and zoning and finance fee schedule, with additional and updated fees to the fire department fee schedule.

The changes to the police fee schedule involve adding additional fees for processing open records requests where none currently exist. These fees are intended to recover costs for copies, data storage, postage and personnel time utilized in processing open records requests.

The proposed change to planning and zoning fee schedule is specific to subdivision inspection fees and are proposed for change in response to recent State legislation amending Chapter 212.906 in the Texas Local Government Code prohibiting cities from basing subdivision and public infrastructure inspection fees on the actual construction value. Staff proposes moving the fee, which is currently described in Chapter 21-Subdivision Regulations in the Code of Ordinances, to the fee schedule to include the change in fee assessment from value based to fees based on approximate actual costs per hour incurred by the City to perform the inspections per the terms of Chapter 212.906, Texas Local Government Code. Staff plans to bring the subdivision ordinance forward for amendments in October including the proposed fee modification.

The proposed development services fee schedule changes involve updating trade permit fees for new, non-single family residential construction, sign permit fees and adding a new fee for temporary event permits. The trade permit fee and sign permit fee updates are intended to better cover administrative/inspection costs. Sign permit fees are proposed to be assessed the same way new commercial permit fees are assessed. The addition of a temporary event permit fee provides for coverage of administrative costs to review and inspect temporary events and exempts publicly sponsored and non-profit events.

The Fire department fee changes are more comprehensive in scope and are intended to better recover administrative/inspection costs, cover all fire permit and inspection types, and provide for comparable fees based on a survey of other area fire departments. All fees correspond to existing fire department permit types found in the City's permitting system.

The Finance department fees are intended to cover credit card fees for online transactions, including the payment of fines, utility bills, permits and other miscellaneous transactions.

Attached to your packet is the draft Ordinance, the proposed fee schedule along with the summary of changes. If approved, the fee changes will become effective on October 1, 2024.

CITY COUNCIL AGENDA ITEM FORM

ACTION:

- Other Resolution
- Proclamations Special Presentation
- Finance Report Public Hearing
- Ordinance

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	1 & 3

Strategic Goals: 1- Stability, 2- Secure, 3 - Supportive and 4 - Beautiful

STAFF RECOMMENDED MOTION:

Motion to approve an Ordinance adopting the Live Oak Fee Schedule; adding and amending certain fees and other matters in connection therewith.

2024 - Summary of Proposed Changes to Fee Schedule

Department	Fee Type	Current Fee	Proposed Fee
Police	Copies for Open Records Requests	\$0.00	\$0.10 per page
Police	Copies - Non-standard page size	\$0.00	\$0.55 per page
Police	USB Flash Drive	\$0.00	\$6.00 each
Police	CD and DVD	\$0.00	\$5.00 each
Police	Personnel Cost for over 50 pages	\$0.00	\$15.00 per hour
Police	Postage	\$0.00	Actual Cost
Fire	Fire Sprinkler (up to 200 heads)	\$50.00	\$250.00
Fire	Fire Sprinkler (each additional head above 200)	\$0.00	\$1.00
Fire	Fire Alarm System (up to 200 devices)	\$150.00	\$250.00
Fire	Fire Alarm System (each device over 200)	\$0.00	\$1.00
Fire	Misc Fee/Inspection (not listed in schedule)	\$0.00	\$200.00
Fire	Maximum fee per each permit	\$0.00	\$2,000.00
Development Services	Electrical permit - new construction (not single family residential)	\$100.00	\$300.00
Development Services	Mechanical permit - new construction per unit (not single family residential)	\$100.00	\$300.00
Development Services	Plumbing permit - new construction per unit (not single family residential)	\$100.00	\$300.00
Development Services	Sign Permit	\$300.00	Same as comm. permit & plan review fee; \$300 minimum
Development Services	Temporary Event Permit (excluding public/non-profit events)	\$0.00	\$250.00
Planning and Zoning	Subdivision/Public Improvements Inspection Fee	3% of construction value per Ch. 21 - Code of Ordinances	\$185.00 per hour, per inspector, for each project, unless listed otherwise within an agreement specific to the development/project
Finance - Credit Card Use Fees	Use of the On-line Payment Platform	\$0.00	\$1.25 flat fee
Finance - Credit Card Use Fees	Credit Card use for Municipal Court payments	\$0.00	3.95% fee
Finance - Credit Card Use Fees	Credit Card use fee for Permit payments	\$0.00	3.25% fee
Finance - Credit Card Use Fees	Credit Card use fee for Utility payments	\$0.00	2.00% fee
Finance - Credit Card Use Fees	Credit Card use fee for Miscellaneous payments	\$0.00	2.00% fee

AN ORDINANCE OF THE CITY OF LIVE OAK, TEXAS ADOPTING THE LIVE OAK FEE SCHEDULE; ADDING AND AMENDING CERTAIN FEES AND OTHER MATTERS IN CONNECTION THEREWITH; REPEALING ALL ORDINANCES TO THE EXTENT THEY ARE IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Live Oak (“City”) is a Texas Home-Rule Municipality operating under the laws of the State of Texas; and

WHEREAS, the City of Live Oak (the “City”) has established by ordinance, fees for licenses, permits, and services provided by the City; and

WHEREAS, the City Council authorized a review and a consolidation of certain fees for licenses, permits, and services provided by the City; and

WHEREAS, the Schedule of Fees attached as Exhibit A reflects the addition of certain fees, revisions to certain fees, a restatement of certain fees not revised, and a consolidation of all such fees; and

WHEREAS, the City Council finds that the fees provided for herein are reasonable and necessary for the administration of the of the City’s regulatory programs and services; and

WHEREAS, the City Council has determined that it is in the best interest of the City to update the Fee Schedule as described herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LIVE OAK, TEXAS:

Section 1. The recitals contained in the preamble are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

Section 2. The City Council amends the Fee Schedule as reflected in Exhibit A.

Section 3. If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

Section 4. This Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 5. This Ordinance shall be construed and enforced in accordance with the laws of the state of Texas and the United States of America.

Section 6. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public in compliance with the advisory issued by the Office of the Governor and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given all as required by the Texas Government Code, Chapter 551, as amended.

Section 7. This Ordinance shall take effect on October 1, 2024.

PASSED AND APPROVED this _____ day of _____, 2024.

Mary M. Dennis
Mayor, City of Live Oak, Texas

ATTEST:

Isa Gaytan, City Secretary
City of Live Oak, Texas

APPROVED AS TO FORM:

City Attorney's Office

Exhibit A
Fee Schedule



City of Live Oak Fee Schedule

Revised on September 10, 2024



**Office of the City Secretary
Fee Schedule**

ALCOHOL PERMIT FEES

Permit Type	Fees
Beer on premises	\$187.50
Wine and beer on premises	\$187.50
Wine and beer, late night	\$250.00
Beer off premises	\$30.00
Wine and beer off premises	\$30.00
Wine only package store	\$125.00
Mixed drinks on premises	\$375.00
Mixed drinks, late night	\$250.00
Package store	\$150.00
Local distributors	\$50.00
Beverage cartage	\$10.00

Note: All fees are annually. Multiple fees may apply to individual establishments, dependent on services.

COIN OPERATED MACHINE FEES

Permit Type	Fees
Coin Operated Machine	\$15.00/machine

Note: All fees are annually. List of current coin operated machines must be provided. As new machines are added or replaced, updates must be provided.

OPEN RECORDS REQUESTS FEES

Fee Type	Fees
Open Records Request (printed)	10 cents/page
Open Records Request (digital)	\$5.00/DVD



Police Department Fee Schedule

ALARM PERMITS

<u>Permit Type</u>	<u>Fees</u>
Residential	\$10.00 annually
Commercial	\$50.00 annually
False Alarm (up to two)	no charge
False Alarm (3-4)	\$50.00/incident
False Alarm (5+)	municipal court summons/incident

SOLICITOR PERMITS

<u>Permit Type</u>	<u>Fees</u>
Application Fee	\$10.00 annually
Annual Fee	\$150.00/year
Monthly Fee	\$30.00/month
Weekly Fee	\$5.00/week
Daily Fee	\$2.00/day

MISCELLANEOUS

<u>Fee Type</u>	<u>Fees</u>
Police or Accident Report	\$6.00/report
Certified Copy of Police or Accident Report	\$2.00/report
Fingerprint Card	\$5.00 each

Open Records Requests

Cost per page up to 8.5" x 14"	\$0.10 per page
-Non-standards sizes	\$0.55 per page
USB Flash Drive	\$6.00 each
CD and DVD	\$5.00 each
Personnel Cost for over 50 pages	\$15.00 per hour
Postage	Actual Cost



Animal Control Department Fee Schedule

PET LICENSING FEES

<u>License Type</u>	<u>Fees</u>
Unaltered/not chipped pets	\$5.00 annually
Altered pets/not chipped	\$2.00 annually
Altered and chipped pets	No charge
All Renewals	No charge
Tag Replacement	No charge

IMPOUNDMENT FEES

<u>Fee Type</u>	<u>Fees</u>
1 st Offense – Mandatory Microchip	\$30.00/animal
2 nd Offense	\$60.00/animal
3 rd Offense and any additional (with Citation)	\$90.00/animal
Every day after first day of impoundment	\$10.00/day/animal
Fowl/other animal	\$10.00/day/animal
Livestock	\$100.00/day/animal

MISCELLANEOUS

<u>Fee Type</u>	<u>Fees</u>
Microchipping	\$10.00/animal
Bite Case Quarantine	\$150.00/animal
Adoption	\$60.00/animal
No current rabies vaccine*	\$30.00
No current city license*	\$30.00
Vaccination fee	\$10.00
Owner surrender	No charge
Altered owner surrender	\$75.00
Military owner surrender**	No charge
No surrenders under 4 months old	
No surrenders over 8 years old	

*Fees applied after 2nd impound.

**With orders showing proof of no pets allowed.



Fire Department Fee Schedule

FIRE PERMITS

Fee Type	Fees
Fire Sprinkler Permit (up to 200 heads) -Each head over 200	\$250.00 \$1.00 per head
Fire Alarm System (up to 200 devices) -Each device over 200	\$250.00 \$1.00 per device
Fire Line Per Building	\$250.00
Misc. Fees, Permits, Inspections not listed herein	\$200.00 per permit, inspection, fee As determined by Fire Marshal
Maximum Fee per Permit	\$2,000.00

RE-INSPECTION FEES

Fee Type	Fees
Re-Inspection Fee (up to two)	\$100.00/re-inspection
Re-Inspection Fee (3-4)	\$200.00/re-inspection
Re-Inspection Fee (5+)	municipal court summons/incident

FALSE ALARM FEES (Per calendar year, January 1- December 31)

Fee Type	Fees
False Alarm (up to two)	no charge
False Alarm (3-4)	\$50.00/incident
False Alarm (5+)	municipal court summons/incident

MULTI FLOOR AUTOMATIC FIRE SPRINKLER SYSTEM / FIRE ALARM SYSTEMS INSPECTIONS

A MAXIMUM OF THREE (3) PARTIAL INSPECTIONS ARE ALLOWED PER FLOOR. IF MORE THAN THREE (3) PARTIALS ARE REQUIRED PER FLOOR A \$50.00 FEE WILL APPLY PER INSPECTION



**Development Services Department
Fee Schedule**

Commercial Building Plan Review Fee

Project Valuation	Fees
\$1.00 to \$1,000.00	\$100.00
\$1,001.00 to \$50,000.00	\$100.00 plus \$3.50 per \$1,000.00
\$50,001.00 to \$100,000.00	\$132.50 plus \$3.00 per \$1,000.00
\$100,001.00 to \$500,000.00	\$235.50 plus \$2.50 per \$1,000.00
Greater than \$500,000.00	\$832.65 plus \$2.00 per \$1,000.00

The plan review fee is in addition to the Commercial Building Permit Fee and is due at plan submittal.

Commercial Building Permit Fee Schedule

Project Valuation	Fees
\$1.00 to \$1,000.00	\$100.00
\$1,001.00 to \$50,000.00	\$100.00 plus \$7.00 per \$1,000.00
\$50,001.00 to \$100,000.00	\$265.00 plus \$6.00 per \$1,000.00
\$100,001.00 to \$500,000.00	\$465.00 plus \$5.00 per \$1,000.00
Greater than \$500,000.00	\$1,665.30 plus \$4.00 per \$1,000.00

Residential Permit Fee Schedule

Plan review fee, per square foot	\$0.35
New, Single Family Residence (one & two family dwellings) per square foot *	\$0.65
New additions to residences (including remodels/alterations)	\$0.50

The plan review fee is in addition to the Residential Building Permit Fee and is due at plan submittal.

Square footage is calculated using all foundation area, any covered area at the first floor, plus any second floor footage.

Sign Permit Fees

New Signs: Permit fee *	Same as commercial building permit and plan review fee with a \$300.00 minimum fee
Electrical Permit fee *	\$200.00
Temporary Signs/Banners (30 day permit) *	\$20.00

Billboard Sign Permits shall be issued on an annual basis and will expire every January 31st. Billboard sign permits shall be One hundred dollars (\$100.00) plus a permit issuance fee of fifty dollars (\$50.00).



Development Services Fees (Continued)

Miscellaneous Fees

Contractor's annual registration fee, including renewals	\$100.00
Demolition Permit	\$500.00
Certificate of occupancy	\$250.00
Pre-certificate of occupancy inspection	\$150.00
Failure to obtain a certificate of occupancy	\$500.00
Working without permits	Double fee (per trade), \$500.00 minimum.
Failure to post city issued permit on jobsite	\$50.00
Restamp fee – commercial plans	\$200.00
Restamp fee – residential plans	\$50.00

Electrical Permit Fees

New construction single family residential *	\$200.00
New construction per unit (all other new construction)*	\$300.00
Repair/Replacement	\$60.00

Solar

Residential Solar	\$60.00, Plus \$10 per panel
Commercial Solar *	Based on Project Valuation

Mechanical Permit Fees

New construction single family residential *	\$200.00
New construction per unit (all other new construction) *	\$300.00
Repair/Replacement	\$60.00

Plumbing Permit Fees

New construction single family residential *	\$200.00
New construction per unit (all other new construction) *	\$300.00
Repair/Replacement	\$60.00

Irrigation Permit Fees

Residential	\$100.00
Commercial *	\$250.00

Reinspection fee (excludes health inspections)

First time, per trade	\$75.00, per trade
Each thereafter	\$100.00, per trade

** Items with asterisks indicate an issuance fee of \$50.00, in addition to the permit fee.*

Flatwork/Deck	\$150.00
Patios/Patio covers	\$200.00



Development Services Fees (Continued)

Carports	\$200.00
Roof replacement	\$200.00
Sheds	\$200.00
Above ground pools	\$100.00
In ground pools	\$500.00
Fences	\$50.00
Foundation repair	\$250.00

Health

Food establishment permit	\$500.00 (Annual fee)
Mobile Food Vendor/Temporary Establishments/Seasonal Vendor Permits	\$250.00 (Annual fee)
Health reinspections	\$150.00
Public swimming pool (annual)	\$300.00
Pool re-inspections	\$150.00
Special/Temporary Event Permit	\$250.00
Special/Temporary Event Permit (City or City Sponsored)	No charge*

**As approved by the City Manager or his/her designee.*



Planning and Zoning Fee Schedule

CERTIFICATION OF PLAT EXHIBITS

Fees

Subdivision Master Plan	\$1,500.00
Amendments to Subdivision Master Plan	\$750.00
Preliminary Plat	\$850.00 + \$15.00 per acre + \$10.00 per lot
Final Plat *	\$1,000.00 + \$20.00 per acre + \$15.00 per lot
Replat *	\$1,000.00 + \$20.00 per acre + \$15.00 per lot
Minor Plat	\$850.00
Amending Plat	\$850.00
Vacating Plat	\$850.00

**Requires plan review fee*

ZONING APPLICATIONS

Fees

Specific Use Permits, including amendments	\$2,000.00
Planned Unit Development, including amendments	\$2,000.00
Zoning Change	\$2,000.00
Board of Adjustment	\$1,000.00 (50% for homestead, with proof)
Zoning Verification Letter	\$150.00

MISCELLANEOUS

Fees

Address Verification Letter	\$50.00
Will serve letter	\$150.00
Plat waiver, special exception, variance (each)	\$500.00
Plat recordation fee, in addition to Bexar County fee	\$150.00
Plan review fee	\$400.00 initial submittal, \$200.00 each subsequent review
Subdivision Improvement Agreement	\$1,000.00
Subdivision/Public Improvements Inspection Fee	\$185.00 per hour, per inspector, for each project, unless listed otherwise within an agreement specific to the development/project.
City Consultant/Professional Service Fee **	At cost
TIA review	\$500.00
Tree mitigation, per inch (DBH)	\$50.00
Parkland Dedication and Improvement	Land Dedication, one (1) acre per 100 dwelling units
Fee-in lieu of parkland dedication	Parkland dedication, per dwelling unit - \$350.00
Fee-in lieu of parkland improvement	Parkland improvement, per dwelling unit - \$650.00

****Applicant may be responsible to pay additional fees for any application review or predevelopment conference requiring consultation with City Consultants (such as contracted engineers, planners, attorneys, architects, plan reviewers, inspectors, etc.) To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required.**



Parks and Recreation Department Fee Schedule

FACILITY RENTAL FEES

<u>Rental Type</u>	<u>Fees</u>
<u>Clubhouse Rentals:</u>	
Saturday/Sunday (Resident)	\$200.00

SWIMMING POOL FEES

<u>Fee Type</u>	<u>Fees</u>
<u>Daily Admission:</u>	
Resident	\$3.00/person
Non-Resident	\$10.00/person
<u>Season Passes:</u>	
Resident	\$40.00/person

MISCELLANEOUS

<u>Fee Type</u>	<u>Fees</u>
Organized Event Fee*	\$250.00 Initial Fee

**At cost as approved by the City Manager or his/her designee.*



**Finance Department
Credit Card and Online Payment Fees**

Use of the On-line Payment Platform	\$1.25 flat fee
Credit Card use for Municipal Court payments	3.95% fee
Credit Card use fee for Permit payments	3.25% fee
Credit Card use fee for Utility payments	2.00% fee
Credit Card use fee for Miscellaneous payments	2.00% fee



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: September 10, 2024

Agenda item: 6C

Prepared by: Leroy Kowalik, Finance Dir.

Reviewed by: Anas Garfaoui, City Manager

Department: Finance Department

AGENDA ITEM DESCRIPTION:

Discussion and possible action regarding a Resolution authorizing the adoption of updates to the City of Live Oak Personnel Policy Manual and Associated Administrative Procedures for Flexible Schedules, Section 6.3 and Additional Holidays, Section 9.1.

Staff Briefing:

Part of the Employee Compensation and Benefits Study that was completed and approved by Council, was a overview of our City's benefits to include holiday schedules and the use of flex schedules compared to other neighboring cities. It was noted by our consultant that the City offered fewer holidays that most cities around us. During the budget workshop, staff recommended that we add two additional holidays to our set schedule. The complete list is attached. The new list would be incorporated into Section 9.1 General Holiday Policy of the Personnel Policy Manual.

Also, during the budget process, discussion arose around flexible schedules and how they can accomplish better results among the workforce and improve overall morale. Staff reached out to several cities in the region to see what types of flex schedules are being utilized. Staff has prepared an Administrative Procedure addressing the three recommended flexible schedules. The final draft of this Administrative Procedure is attached. Section 6.3 Flex Time is being amended to add language for clarification and to establish expectations and guidelines.

The attached Resolution authorizes the necessary amendments to the Personnel Policy Manual to formalize these changes.

CITY COUNCIL AGENDA ITEM FORM

ACTION:

- Ordinance Resolution
 Proclamations Special Presentation
 Finance Report Public Hearing
 Other

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	1, 2, 3, 4

Strategic Goals: 1- Stable, 2- Secure, 3 - Supportive and 4 - Beautiful

Staff Recommended Motion:

Motion that City Council approve the Resolution of the City Council of the City of Live Oak, Texas authorizing the adoption of updates to the City of Live Oak Personnel Policy Manual and implement associated Administrative Procedures as needed; and establishing an effective date.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK, TEXAS, AUTHORIZING THE ADOPTION OF UPDATES TO THE CITY OF LIVE OAK PERSONNEL POLICY MANUAL AND ASSOCIATED ADMINISTRATIVE PROCEDURES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City desires to provide a set of guidelines intended to create and maintain understanding and cooperation among the employees of the City and to set forth results and procedures to enhance the services of the City to its citizens; and

WHEREAS, state and federal rules and regulations set certain provisions regarding City employees, some of which must be set forth in writing, and,

WHEREAS, the City Manager and City Council agree that it is in the best interest of the City and its employees to adopt a written personnel policy to establish a safe, efficient and cooperative working environment, to establish the responsibilities and level of performance expected of all City employees, and to explain benefits provided to City employees, and,

WHEREAS, the City Council and City Manager have reviewed the existing personnel policy and believe the proposed updates to the Personnel Policy Manual should be adopted, to be effective immediately for flex time and holidays.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LIVE OAK, TEXAS:

I. PERSONNEL POLICY MANUAL UPDATES

The City Council of the City of Live Oak, Texas authorizes the updates to the City of Live Oak's Personnel Policy Manual set forth in the attached Exhibit A and directs the City Manager or designee to distribute to each employee.

II. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Resolution was adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code, as amended.

III. EFFECTIVE DATE

This resolution shall become effective immediately upon its passage.

PASSED AND APPROVED this 10th day of September, 2024.

Mary M. Dennis, Mayor

ATTEST:

Isa Gaytan, City Secretary

APPROVED AS TO LEGAL SUFFICIENCY:

City Attorney

EXHIBIT A

Proposed changes are highlighted in yellow.

6.3 Flex Time

Flexible work schedules may be authorized by the City Manager if they are determined to be beneficial to the city and do not interrupt the daily activities of the organization or department.

In doing so the City Manager may execute an administrative procedure to establish expectations and guidelines for flexible work schedules.

9.1 GENERAL HOLIDAY POLICY

Holidays are days designated by the city on which city offices are closed, that normally would-be regular business days. The City Council reviews all observed holidays through the annual budget process. The following are normally observed as paid holidays for regular city employee:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Juneteeth
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
- 10 The Friday after Thanksgiving
11. Christmas Eve
12. Christmas Day
13. One floating holiday, which must be requested in advance by the employee and approved by the department head.

The City Manager may designate other holidays in accordance with directions from the city council. A list of holidays approved by the city council for the current year, specifying days of the week and dates, will be distributed to all employees at least once each year. Whenever an approved legal holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following the holiday, as determined by the city council, for employees whose scheduled workweek is Monday through Friday.

Temporary and hourly employees working fewer than 20 hours per week are not paid for holidays not worked. Regular part-time employees who work at least 20 hours per week are paid for holidays based on the number of hours they would have worked if the holiday had been a regular workday.

An employee who is absent without written approved leave on the workday immediately preceding or following a holiday will not be paid for the holiday.

CITY OF LIVE OAK

FLEXIBLE WORK SCHEDULE

Administrative Procedure

Purpose

The City recognizes that flexibility can lead to increased job satisfaction, reduced stress, and create a more positive work environment. The purpose of this policy is to apply administrative procedures to Section 6.00, *Work Schedule and Time Reporting*, City of Live Oak Personnel Policies and Procedures. Firefighters and uniformed officers are exempt from this policy and may establish departmental work hours necessary for operations.

Operating Hours

The City operates from 8:00 am to 5:00 pm, Monday through Friday. Department directors shall ensure services are available to customers during operating hours unless otherwise approved by the City Manager. At no point shall City services or operations be diminished or impaired by the execution of this policy. All flexible work schedules must include the city's normal working hours of 8:00 am to 5:00 pm.

Work Hours

The city offers the following flexible work schedules to full-time employees who are not exempt from this policy. It is the responsibility of the Department Director to select the best work schedule for their employees. The City Manager is ultimately responsible for approving such schedules from each department director.

- **5 Day Work Schedule**

A 5 day work schedule requires employees to work 8 hours 5 days per week with a 1-hour meal break each day.

- **4 ½ Day Flexible Work Schedule**

A 4 ½ day work schedule requires employees to work 9 hours 4 days per week with a 1-hour meal break and one 4 hour work day.

- **4 Day Flexible Work Schedule**

A 4 day work schedule requires employees to work 10 hours 4 days per week with a 1-hour meal break.

Slight modifications may be permitted on a case-by-case basis as agreed upon between the Department Director and City Manager.

Holidays and Holiday Pay

For employees participating in a flexible work schedule where a holiday falls on the day the employee is scheduled to be off, the eight (8) hours of holiday time will be moved to another day during the week. In this situation, for an employee working a 4 Day Flexible Work Schedule, the employee will be required to work two (2) hours another day during the 40 hour workweek to make up the difference in hours or they will be paid from the employee's accrued vacation or compensatory time.

Overtime Compensation (FLSA)

Nonexempt employees will be compensated for overtime in accordance with Section 6.00, *Work Schedule and Time Reporting*, 6.8 *Overtime Compensation*, City of Live Oak Personnel Policies and Procedures. This policy does not impact overtime hours.

Time Reporting

All employees are required to complete an individual electronic time sheet showing the daily hours worked. Anyone who misrepresents his/her number of hours worked is subject to disciplinary action, up to and including unpaid suspension or termination.

Approval

Individual participation in a flexible work schedule requires the employee to complete the authorization form and acknowledge they have received and understood the policy.

Attachment 1

Flexible work schedules that have been approved will be in force at the beginning of the next pay week. Schedules are intended to be in place long term. An employee who withdraws from an approved flexible work schedule will automatically elect a Monday through Friday 8:00 am to 5:00 pm schedule and may forfeit their ability to participate in a flexible work schedule for a period of up to six months.

Suspension of Flexible Work Schedule

Emergencies or disciplinary actions may necessitate the suspension of defined work schedules. The City Manager, or his designee, has the authority to suspend non-traditional work schedules during holiday times or other peak periods to ensure service levels are maintained and unnecessary overtime expenses are not incurred.

Additional Information and Requirements

Directors and other key personnel as assigned by Directors shall be available and accessible during the City's core business hours, as well as outside of those established hours as needed to ensure City services and programs are available without interruption.

Remote and hybrid work is not an approved flexible work schedule.

This policy is intended to address flexible work schedules only and does not replace any other policies as outlined in the City of Live Oak Personnel Policies and Procedures.

This administrative procedure can be amended as needed by the City Manager or his designee.

**CITY OF LIVE OAK
FLEXIBLE WORK SCHEDULE AUTHORIZATION FORM**

Employee Name: _____

Department: _____

Step 1 – Proposed regular or half day off – This must occur the same day of each week (circle one):

Mon Tues Wed Thurs Fri

Step 2 - Select flexible work schedule

4 ½ Day Flexible Work Schedule - A 4 ½ day work schedule requires employees to work 9 hours 4 days per week with a 1-hour meal break and one 4 hour work day.

Provide daily working hours: _____

4 Day Flexible Work Schedule - A 4 day work schedule requires employees to work 10 hours 4 days per week with a 1-hour meal break.

Provide daily working hours: _____

Step 3 - Indicate the date proposed to begin your new flexible work schedule - This date must be a

Wednesday and the first day of a pay period: _____

Step 4 – Policy Acknowledgement

I understand that by signing this form, I agree:

- I am electing to participate in a flexible work schedule;
- To adhere to the work schedule shown above; and
- I have received and understood the terms and conditions of the Flexible Work Schedule Administrative Policy.

Employee Signature _____ Date _____

Approved By:

Supervisor Signature _____ Date _____

Department Director Signature _____ Date _____

****Return approved authorization to Human Resources****

CITY OF LIVE OAK
2024/25 PROPOSED HOLIDAYS

Date	Holiday
Monday, November 11, 2024	Veterans Day
Thursday, November 28, 2024	Thanksgiving Day
Friday, November 29, 2024	Day After Thanksgiving
Tuesday, December 24, 2024	Christmas Eve
Wednesday, December 25, 2024	Christmas Day
Wednesday, January 1, 2025	New Year's Day
Monday, January 20, 2025	Martin Luther King, Jr. Day
Monday, February 17, 2025	President's Day
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: September 10, 2024

Agenda item: 6D

Prepared by: Leroy Kowalik, Director

Reviewed by: A. Garfaoui, City Mgr.

Department: Finance Department

AGENDA ITEM DESCRIPTION:

Discussion and possible action regarding an Ordinance to approve the 2024/2025 Annual Budget for the City of Live Oak, Texas.

Staff Briefing:

Council and staff attended budget meetings and workshops to discuss, analyze and direct the formulation of the 2024/25 annual budget.

The 2024/25 proposed draft budget was placed on the City's website for citizen/public review; and as required, a copy was on file with the City Secretary for public review since August 8, 2024.

The City held the required public hearing for the 2024/25 proposed budget on August 27, 2024. This was a joint public hearing on the City of Live Oak and the Economic Development Corporation proposed budgets.

A copy of the All Funds Summary is included as Exhibit A of the Ordinance. The final budget will be printed, bound and distributed to all necessary recipients including council. All changes and directives recommended by Council have been incorporated into this budget.

As per the All Funds Summary, Council would be adopting a \$46,900,346 overall budget not including internal transfers.

“This budget will raise more revenue from property taxes than last year's budget by an amount of \$99,262, which is a 1.34% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$174,356.”

CITY COUNCIL AGENDA ITEM FORM

ACTION:

- Ordinance Resolution
 Proclamations Special Presentation
 Finance Report Public Hearing
 Other

Cost:	
Budgeted	\$52,716,649
Actual	
Acct. Name	various
Acct. Fund	All
Other Funding	
Strategic Goal #	1, 2, 3, 4

Strategic Goals: 1- Stable, 2- Secure, 3 - Supportive and 4 - Beautiful

Staff Recommended Motion:

Staff recommends that Council approve an Ordinance adopting the annual budget for the fiscal year 2024/2025.

The following motion should be read:

Motion to approve an Ordinance making appropriations for the support of the City of Live Oak for the fiscal year beginning October 1, 2024 and ending September 30, 2025; Appropriating money to a Sinking Fund to pay interest and principal on the City's indebtedness; and Adopting the annual budget of the City of Live Oak for the 2024-2025 fiscal year.

ORDINANCE NO: _____

AN ORDINANCE MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF LIVE OAK FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; APPROPRIATING MONEY TO A SINKING FUND TO PAY INTEREST AND PRINCIPAL ON THE CITY'S INDEBTEDNESS; AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF LIVE OAK FOR THE 2024-2025 FISCAL YEAR.

WHEREAS, the budget, summarized here as Exhibit A, for the fiscal year beginning October 1, 2024 and ending September 30, 2025 was duly presented to the City Council by the City Manager,

WHEREAS, on the 8th day of August, 2024, the proposed budget was filed with the City Secretary and presented on the City's website as required for public review; and

WHEREAS, a public hearing was ordered by the City Council, in accordance with the Texas Local Government Code, and a public notice of said hearing was caused to be given by the City Council the posting of legal notice within the Live Oak City limits, and

WHEREAS, said public hearing was held according to said notice.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LIVE OAK:

SECTION 1. That the appropriations for the fiscal year beginning October 1, 2024 and ending September 30, 2025, for the support of the general government of the City of Live Oak, Texas be fixed and determined for said terms in accordance with the expenditures shown in the City's Fiscal Year 2024-2025 Annual Budget, a summary copy of which is appended hereto as Exhibit A;

SECTION 2. That the Budget, as shown in words and figures in Exhibit A with a Summary of All Funds, is hereby approved in all respects and adopted as the City's Annual Budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025.

SECTION 3. That there is hereby appropriated an amount shown in said budget necessary to provide for a sinking fund for the payment of the principal and interest and the retirement of the bonded debt requirements of Fiscal Year 2024-2025 of the City of Live Oak.

SECTION 4. That upon adoption of this Ordinance which in all respects adopts the City of Live Oak's Annual Budget for Fiscal Year 2024-2025, the Budget Book cover page, be amended to reflect all required information as outlined by Local Government Code Section 102 et. seq., including the recorded vote on the adoption of the annual budget and the property tax rates and municipal debt obligations.

SECTION 5. This Ordinance shall become effective immediately upon its passage.

PASSED AND APPROVED this, the 10th day of September, 2024.

APPROVED:

Mary M. Dennis, Mayor

ATTEST:

Isa Gaytan, City Secretary

APPROVED AS TO LEGAL SUFFICIENCY:

City Attorney's Office

Exhibit A

**CITY OF LIVE OAK
APPROVED BUDGET 2024/2025
SUMMARY – ALL FUNDS**

	<u>Estimated Beginning Balance Oct. 1, 2024</u>	<u>Estimated Revenues</u>	<u>Transfers In</u>	<u>Proposed Expenditures</u>	<u>Transfers Out</u>	<u>Use of Fund Balance</u>	<u>Estimated Ending Balance Sept. 30, 2025</u>
General Fund	\$ 14,305,596	\$20,507,917	\$ 386,500	\$18,735,388	\$2,159,029	\$ 2,992,521	\$ 11,313,075
Abatement Fund	53,654	7,000	-	16,000	-	-	44,654
Asset Replacement Fund	3,350,921	90,000	1,479,707	1,004,500	-	-	3,916,128
Debt Service Fund	603,042	1,532,876	917,324	2,393,200	-	-	660,042
Special Revenue Funds							
Forfeiture Fund	375,380	60,000	-	160,200	-	-	275,180
Federal/State Grants Fund	-	-	-	-	-	-	-
Child Safety Fund	168,990	21,000	-	50,735	-	-	139,255
Court Technology Fund	124,299	17,000	-	27,600	-	-	113,699
Court Security Fund	71,834	14,000	-	25,375	-	-	60,459
Hotel Occupancy Tax Fund	1,335,498	655,000	-	803,000	24,156	-	1,163,342
Emergency Radio Sys Fund	85,945	8,000	-	25,170	10,000	-	58,775
PEG Fund	480,161	50,000	-	65,000	-	-	465,161
Alamo Regional SWAT Fund	96,925	52,000	6,500	38,700	-	-	116,725
Capital Projects Funds							
2022 GO Bond Fund	7,555,063	400,000	-	7,955,063	-	-	-
Capital Projects Fund	4,743,418	75,000	1,816,700	6,014,114	-	-	621,004
Enterprise Funds							
Utility Operations Fund	165,572	6,819,905	-	6,222,331	496,500	-	266,646
Utility Dev/R&R Fund	1,148,402	35,000	310,000	570,000	-	-	923,402
Stormwater Operation Fund	345,923	676,000	-	904,500	87,869	-	29,554
Economic Dev. Corp. Fund	<u>5,412,317</u>	<u>2,909,209</u>	<u>24,156</u>	<u>1,889,470</u>	<u>2,163,333</u>	<u>-</u>	<u>4,292,879</u>
Total Funds	<u>\$ 40,422,940</u>	<u>\$33,929,907</u>	<u>\$4,940,887</u>	<u>\$46,900,346</u>	<u>\$4,940,887</u>	<u>\$ 2,992,521</u>	<u>\$ 24,459,980</u>



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: September 10, 2024

Agenda item: 6E

Prepared by: Leroy Kowalik, Director

Reviewed by: Anas Garfaoui, City Manager

Department: Finance Department

AGENDA ITEM DESCRIPTION:

Discussion and possible action to ratify the property tax revenue increase reflected in the 2024/25 annual budget.

Staff Briefing:

Staff recommends that Council ratify the property tax revenue increase reflected in the 2024/25 annual budget.

History – Local Government Code Section 102.007(c) requires the City Council to ratify the property tax revenue increase reflected in the budget to be adopted. This is a necessary step requiring a separate vote in the overall budget process that needs to be done before the Council adopts the tax rate. During the formulation of the 2024/25 annual budget, council proposed to not exceed the lower of the calculated no-new-revenue tax rate or voter-approval tax rate. The budget was created within this proposal. The increase in property taxes is a direct result of the new property values coming on the rolls this year.

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$99,262, which is a 1.34% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$174,356.”

ACTION:

- Ordinance Resolution
- Proclamations Special Presentation
- Finance Report Public Hearing
- Other

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	1, 2, 3, 4

Strategic Goals: 1- Stable, 2- Secure, 3 - Supportive and 4 - Beautiful

CITY COUNCIL AGENDA ITEM FORM

Staff Recommended Motion:

Motion that City Council ratifies the property tax revenue increase reflected in the adopted 2024/25 Annual Budget.



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: September 10, 2024

Agenda item: 6F

Prepared by: Leroy Kowalik, Director

Reviewed by: Anas Garfaoui, City Manager

Department: Finance Department

AGENDA ITEM DESCRIPTION:

Discussion and possible action regarding an Ordinance establishing the property tax rate for the City of Live Oak, Texas for the tax year 2024.

Staff Briefing:

The City’s no-new-revenue, debt service and voter-approval tax rates were calculated by the Bexar County Tax Assessor’s office. The City’s calculated tax rates are listed below, as well as, the proposed rate.

No-new-revenue tax rate	\$0.386294/\$100 valuation
Debt Service tax rate	\$0.073406/\$100 valuation
Voter-approval tax rate	\$0.376283/\$100 valuation
Proposed tax rate	\$0.370824/\$100 valuation

At a meeting held on July 30, 2024, City Council passed a proposal to consider a property tax rate that will not exceed the lower of the calculated no-new-revenue tax rate or voter-approval rate which, by definition, would generate approximately the same amount of tax revenue from properties tax in the preceding year. Under this proposal, the City was not required to hold a public hearing on the proposed tax rate or subject itself to a mandatory election to seek voter approval because it did not exceed the lower of the calculated no-new-revenue or voter-approval tax rate.

At this time Council is required to set the tax rate for the tax year 2024. This is the last item of a three-step process to end the budget and tax rate process. The proposed tax rate is \$0.370824 per \$100 valuation, which does not exceed the lower of the calculated no-new-revenue tax rate or voter-approval tax rate.

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$99,262, which is a 1.34% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$174,356.”

CITY COUNCIL AGENDA ITEM FORM

ACTION:

- Ordinance Resolution
 Proclamations Special Presentation
 Finance Report Public Hearing
 Other

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	1, 2, 3, 4

Strategic Goals: 1- Stable, 2- Secure, 3 - Supportive and 4 - Beautiful

Staff Recommended Motion:

Staff recommends that Council approve an Ordinance adopting the proposed property tax rate for the tax year 2024 using the required language.

The following motion must be read:

In order to comply with state law and adopt our ordinance, the following motion should be made:

“By approval of Ordinance No. _____, An Ordinance Of The City Of Live Oak, Texas Levying Ad Valorem Taxes For Use And Support Of The Municipal Government Of The City For Fiscal Year Beginning October 1, 2024 And Terminating September 30, 2025; Providing For Apportioning Each Levy For Specific Purposes; And Providing When Taxes Shall Become Due And When Same Shall Become Delinquent If Not Paid; And Providing For An Effective Date,

I move that the property tax rate be decreased by the adoption of a tax rate of \$0.370824 per \$100 valuation, which does not exceed the lower of the calculated no-new-revenue tax rate or voter-approval tax rate.”

According to Senate Bill No 18, after the motion is made and it receives a second, the vote on this Ordinance must be a recorded vote and a separate vote must be recorded for each part of the rate.

Take a recorded vote on:

\$0.297418 per \$100 valuation for maintenance and operations (M&O)

Then

Take a recorded vote on:

\$0.073406 per \$100 valuation for debt service (I&S)

ORDINANCE NUMBER: _____

AN ORDINANCE OF THE CITY OF LIVE OAK, TEXAS LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND TERMINATING SEPTEMBER 30, 2025; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the State permits cities to levy an ad valorem tax on property; and,

WHEREAS, the ad valorem tax is calculated and based on the appraisal roll of the City of Live Oak, Texas for tax year 2024, that has been prepared and certified by the Bexar County Appraisal District and submitted to the City; and

WHEREAS, the Bexar County Tax Assessor prepares the required rate calculations and the City approves those same rate calculations; and

WHEREAS, the City Council approved the municipal budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025; and

WHEREAS, the City Council ratified the property tax revenue increase reflected in the 2024/2025 approved budget; and

WHEREAS, it is necessary that an ordinance be passed levying an ad valorem tax on all property, both real and personal, within the corporate limits of the City of Live Oak, Texas in accordance with such budget and the Texas Tax Code; and

WHEREAS, the City of Live Oak has complied with all statutory steps required for the adoption of an ad valorem tax;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LIVE OAK, TEXAS AS FOLLOWS:

1. The following ad valorem tax rate is adopted per \$100.00 valuation:

\$ 0.297418 For Maintenance and Operation (M&O)
\$ 0.073406 For Debt Service (I&S)
\$ 0.370824 Total Tax Rate

“THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE.”

2. The adopted tax rate does not exceed the lower of the calculated no-new-revenue or voter-approval tax rate.
3. Unless the due date has been extended, taxes levied under this ordinance shall be due October 1, 2024 and if not paid on or before January 31, 2025 shall immediately become delinquent.
4. The Bexar County Tax Assessor/Collector is directed to assess and collect the ad valorem tax.
5. All taxes shall become a lien upon the property against which assessed, and the Bexar County Tax Assessor/Collector as the assessor and collector of the City is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and ordinances of the City, and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and, the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City. All delinquent taxes shall bear interest from date of delinquency at the rate as prescribed by state law.
6. That this ordinance shall take effect and be in force from and after its passage.

PASSED and APPROVED this the 10th day of September, 2024.

Mary M. Dennis, Mayor

ATTEST:

Isa Gaytan, City Secretary

APPROVED FOR LEGAL SUFFICIENCY

City Attorney's Office

Distribution:
Bexar County Tax Assessor/Collector
Bexar County Appraisal District



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: September 10, 2024

Agenda item: 6G

Prepared by: M. Wagster, PW Director

Reviewed by: Anas Garfaoui, City Manager

Department: Public Works

AGENDA ITEM DESCRIPTION:

Discussion and possible action regarding a Resolution to award a bid to Abelar Incorporated in the amount of \$149,994; authorizing the City Manager to enter into an agreement to construct the 2024 City of Live Oak and Randolph Brooks Federal Credit Union (RBFCU) Monument and Signage Project; and further authorizing the City Manager to execute a change order for additional work not to exceed 10% or \$14,999.40.

Staff Briefing:

This project includes construction of monument structures including lighting, landscaping and irrigation on a parcel of land owned by RBFCU along the East bound frontage road of Loop 1604 in the city of Live Oak, Texas. Using the formal bid process, four contractors delivered bids for the 2024 City of Live Oak and Randolph Brooks Federal Credit Union (RBFCU) Monument and Signage Project. Abelar Inc. supplied the lowest bid of \$149,994 and Lonestar Civil LLC delivered the highest bid of \$273,313. Staff recommends the City Council award the bid to Abelar Inc. The contractor performed excellent work recently completing the Woodcrest Trail Project and the Swimming Pool Liner Replacement Project. Abelar Inc. was awarded the Shin Oak to Village Oak Trail project as well. The contractor has successfully completed large projects for the neighboring cities of Universal City and San Antonio. Attachments include a copy of the bid tabulation, and a letter of recommendation from the city engineer. Funding for this project is in the budget at the amount of \$200,000. Staff recommends granting authorization of a change order amount for any unforeseen cost not to exceed 10% or \$14,999.40.

ACTION:

- Ordinance Resolution
- Proclamations Special Presentation
- Finance Report Public Hearing
- Other

Cost: \$149,994	
<u>10% of Base Bid \$14,999</u>	
Total \$164,993	
Budgeted	\$200,000
Actual	
Acct. Name	EDC Supported Projects
Acct. Fund	Capital Projects Fund
Strategic Goals	1, 3, & 4

Strategic Goals: 1- Stability, 2- Secure, 3- Supportive and 4- Beautiful

Staff Recommended Motion:

Move to accept and award a bid to Abelar Incorporated in the amount of \$149,994 for the 2024 City of Live Oak and Randolph Brooks Federal Credit Union Monument (RBFCU) and Signage Project; authorize

CITY COUNCIL AGENDA ITEM FORM

the City Manager to enter into an agreement; and further authorizing the City Manager to execute a change order for additional work not to exceed 10% or \$14,999.40.

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIVE OAK, TEXAS AWARDED A BID TO ABELAR INCORPORATED IN THE AMOUNT OF \$149,994; AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT TO CONSTRUCT THE 2024 CITY OF LIVE OAK RANDOLPH BROOKS FEDERAL CREDIT UNION MONUMENT AND SIGNAGE PROJECT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Live Oak has determined that it is necessary to contract to show stability, support and to beautify City as it relates to Development Services Department to better serve its citizens and protect the public health, safety and welfare of them and the City; and

WHEREAS, the City staff determined Abelar Inc. is a highly qualified provider based on competence and qualifications and negotiated a fair and reasonable price which meets the qualifications for providing the necessary services; and

WHEREAS, the City Council hereby finds that it is in the best interest of the City to award a bid to Abelar Inc. for the purpose of constructing the 2024 City of Live Oak and Randolph Brooks Federal Credit Union (RBFCU) Monument and Signage Project.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LIVE OAK, TEXAS THAT:

Section 1. The City Council hereby approves and accepts to award a bid to Abelar Inc. as set out in **Exhibit "A"**.

Section 2. The City Manager, or his designee, is hereby authorized to enter into an agreement on behalf of the City, and such other documents and instruments reasonably necessary to conclude the transaction.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and

subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND ADOPTED, this 10 day of September, 2024.

CITY OF LIVE OAK, TEXAS

Mary M. Dennis, Mayor

ATTEST:

Isa Gaytan, City Secretary

(CITY SEAL)

APPROVED AS TO FORM:

City Attorney

EXHIBIT A



August 29, 2024

Mr. Mark Wagster
City of Live Oak
8001 Shin Oak Drive
Live Oak, Texas 78233

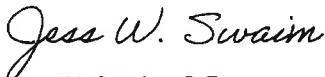
Regarding: *RBFCU Monument Signage – Bid Award Recommendation Letter*
6S Project No. 2023-068-14

Mr. Wagster,

Four (4) bids were received on the above referenced project. The apparent lowest responsive bid was provided by Abelar, Inc. for the total bid amount of \$149,994.00.

The Architect of Record was provided the Bid Tabulation for review. It is recommended that the bid be awarded to Abelar, Inc. in the amount of \$149,994.00. It is also recommended that the city set aside at least a 10% contingency for the project during construction. If there are any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads 'Jess W. Swaim'.

Jess W. Swaim, P.E.
6S Engineering, Inc.
TBPE# F-18435

BID TAB
RBFCU Monument Sign
Bid Opening: August 27th, 2024

BASE BID				Engineers Est.				Abelar Inc.				Industrial Construction Company				Jerdon Enterprize, L.P.				Lonestar Civil L.L.C.			
ITEM NO.	ITEM DESCRIPTION	APPROXIMATE QUANTITIES	UNIT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT				
GENERAL CONDITIONS, SITE PREP & DEMOLITION																							
1	General Conditions	1	LS	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$13,400.00	\$13,400.00	\$5,350.00	\$5,350.00	\$5,350.00	\$5,350.00	\$1.00	\$65,841.00								
1	Mobilization	1	LS	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$12,272.00	\$12,272.00	\$29,000.00	\$29,000.00	\$29,000.00	\$29,000.00	\$1.00	\$12,000.00								
2500	Clearing and Grubbing (Existing Planting and Re	150	SF	\$1.00	\$2,500.00	\$3.00	\$7,500.00	\$2.25	\$5,625.00	\$6.25	\$15,625.00	\$6.25	\$15,625.00	\$1.40	\$3,500.00								
150	Erosion Control Logs	150	LF	\$2.00	\$300.00	\$15.00	\$2,250.00	\$45.00	\$6,750.00	\$12.00	\$1,800.00	\$12.00	\$1,800.00	\$10.75	\$1,612.50								
1	Traffic Control	1	LS	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$7,700.00	\$7,700.00	\$7,700.00	\$7,700.00	\$1.00	\$8,500.00								
1	SWPPP Measures	1	LS	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$4,600.00	\$4,600.00	\$4,600.00	\$4,600.00	\$1.00	\$3,500.00								
HARDSCAPE																							
170	Remove and replace chain link fence	170	LF	\$45.00	\$7,650.00	\$25.00	\$4,250.00	\$48.00	\$8,160.00	\$62.00	\$10,540.00	\$62.00	\$10,540.00	\$45.00	\$7,650.00								
35	Stacked Limestone Block (LIVE OAK)	35	TON	\$500.00	\$17,500.00	\$828.00	\$28,980.00	\$500.00	\$17,500.00	\$627.00	\$21,945.00	\$627.00	\$21,945.00	\$840.00	\$45,000.00								
6	Footings, Rebar, CIP (LIVE OAK)	6	CY	\$400.00	\$2,400.00	\$1,000.00	\$6,000.00	\$460.00	\$2,760.00	\$1,770.00	\$10,620.00	\$1,770.00	\$10,620.00	\$840.00	\$5,040.00								
1	Metal Sign Cabinet w/ Attachments (LIVE OAK)	1	LS	\$25,000.00	\$25,000.00	\$29,000.00	\$29,000.00	\$25,000.00	\$25,000.00	\$49,600.00	\$49,600.00	\$49,600.00	\$49,600.00	\$1.00	\$16,000.00								
30	Arch (LIVE OAK)	30	LF	\$150.00	\$4,500.00	\$150.00	\$4,500.00	\$130.00	\$3,900.00	\$59.00	\$1,770.00	\$59.00	\$1,770.00	\$400.00	\$8,000.00								
1	City of Live Logo (LIVE OAK)	1	LS	\$5,000.00	\$5,000.00	\$3,999.00	\$3,999.00	\$2,589.00	\$2,589.00	\$4,720.00	\$4,720.00	\$4,720.00	\$4,720.00	\$1.00	\$6,000.00								
50	Stacked Limestone Block (RBFCU)	50	TON	\$500.00	\$25,000.00	\$300.00	\$15,000.00	\$500.00	\$25,000.00	\$540.00	\$27,000.00	\$540.00	\$27,000.00	\$	\$35,000.00								
10	Footings, Rebar, CIP (RBFCU)	10	CY	\$1,000.00	\$10,000.00	\$600.00	\$6,000.00	\$470.00	\$4,700.00	\$1,770.00	\$17,700.00	\$1,770.00	\$17,700.00	\$1.00	\$8,400.00								
1	RBFCU Logo (RBFCU)	1	LS	\$10,000.00	\$10,000.00	\$2,050.00	\$2,050.00	\$2,698.00	\$2,698.00	\$5,900.00	\$5,900.00	\$5,900.00	\$5,900.00	\$	\$15,000.00								
1	Electrical Connection, Wiring, Fixtures	1	LS	\$25,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$23,570.00	\$23,570.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$	\$								
PLANTING																							
15	5 Gallon Shrub	15	EA	\$75.00	\$1,125.00	\$201.00	\$3,015.00	\$250.00	\$3,750.00	\$260.00	\$3,900.00	\$260.00	\$3,900.00	\$173.00	\$2,600.00								
1	Temporary Irrigation	1	LS	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$4,500.00	\$4,500.00	\$4,720.00	\$4,720.00	\$4,720.00	\$4,720.00	\$	\$3,500.00								
700	Soil Prep	700	SF	\$1.75	\$1,225.00	\$4.01	\$2,807.00	\$3.50	\$2,450.00	\$5.50	\$3,850.00	\$5.50	\$3,850.00	\$2.14	\$1,500.00								
700	Mulch	700	SF	\$1.25	\$875.00	\$1.99	\$1,393.00	\$1.55	\$1,085.00	\$1.30	\$910.00	\$1.30	\$910.00	\$3.57	\$2,500.00								
7500	Seeding	7500	SF	\$0.20	\$1,500.00	\$0.50	\$3,750.00	\$0.25	\$1,875.00	\$0.40	\$3,000.00	\$0.40	\$3,000.00	\$0.60	\$4,500.00								
				BASE BID TOTAL =	\$160,075.00		\$149,994.00		\$169,984.00		\$236,750.00		\$273,313.00										
														\$255,643.50									

Red is mathematical error
Blue is corrected values