

AGENDA
REGULAR MEETING OF THE CITY COUNCIL
CITY OF LIVE OAK
WILL BE HELD AT THE CITY OF LIVE OAK CITY HALL
8001 SHIN OAK DRIVE
TUESDAY, MARCH 25, 2025, AT 7:00 P.M.

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

1. CALL TO ORDER

2. INVOCATION/PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CITIZENS TO BE HEARD

Per Live Oak City Charter

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

- March 11, 2025

B. City Council to approve a Resolution authorizing the City Manager to enter into an Election Contract with Bexar County Elections Department for their services during Early Voting and Election Day Voting timeframe – Mrs. Gaytan

C. City Council to approve an excused absence for Mayor Dennis from the March 11, 2025, meeting – Mrs. Gaytan

D. City Council to approve an excused absence for Councilmember Perez from the March 11, 2025, meeting – Mrs. Gaytan

6. SPECIAL CONSIDERATION

A. Proclamation for the 2025 National Public Safety Telecommunications Week – Chief Fratus

B. Proclamation for the 2025 National Child Abuse Prevention Month – Chief Fratus

C. Proclamation for the 2025 National Sexual Assault Awareness and Prevention Month – Chief Fratus

D. Proclamation for the 2025 Animal Control Officer Appreciation Week – Chief Fratus

E. Proclamation for the 2025 National Library Week – Mayor Dennis

7. NEW BUSINESS

A. Discussion and possible action regarding the 2024 City of Live Oak Facilities Improvement Master Plan – Mr. Wagster

- B. Discussion and possible action regarding the Monthly Financial Report ending January 31, 2025 – Mr. Kowalik
- C. Discussion and possible action regarding disposal of fixed assets with an initial net worth of \$5,000 and over – Mr. Kowalik
- D. Discussion and possible action regarding a Resolution to accept an Interlocal Agreement for Water Tower Microwave, Dispatch Router Upgrade, and other associated upgrades – Chief Fratus

8. CITY COUNCIL REPORT

- A. City Council Member’s report regarding discussion of City issues with citizens.

9. GENERAL ANNOUNCEMENTS FOR CITY COUNCIL AND STAFF

A. City Council

- Ribbon Cuttings, upcoming City Events, Special meetings and workshops, conferences and special acknowledgments

B. Staff

- Ribbon Cuttings, upcoming City Events, Special meetings and workshops, conferences and special acknowledgments

10. ADJOURNMENT

I certify that the above notice of meeting was posted on the bulletin board of the City Hall, 8001 Shin Oak Drive, City of Live Oak, Texas, on March 21, 2025, by 5:00 P.M.



Isa Gaytan, TRMC
City Secretary



This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation 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

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

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 PHONES BE TURNED OFF, WITH THE EXCEPTION OF EMERGENCY ON-CALL PERSONNEL

**MINUTES OF REGULAR MEETING OF THE CITY COUNCIL
CITY OF LIVE OAK
8001 SHIN OAK DRIVE
TUESDAY, MARCH 11, 2025, AT 7:00 P.M.**

1. CALL TO ORDER

Mayor Pro-Tem Tullgren called the meeting to order at 7:00 p.m.

2. INVOCATION/PLEDGE OF ALLEGIANCE

Completed

3. ROLL CALL

Councilmember Mendell Morgan, present

Mayor Pro-Tem Bob Tullgren, present

Councilmember Dr. Erin Perez, (excused absence)

Councilmember Ed Cimics, present

Councilmember Aaron Dahl, present

Mayor Mary M. Dennis, (excused absence)

Anas Garfaoui, City Manager

Chief Michael Fratus, Police Chief

Isa Gaytan, City Secretary

4. CITIZENS TO BE HEARD

No citizens to be heard.

5. CONSENT AGENDA

A. Approval of Minutes

1. February 25, 2025

Motion was made by Councilmember Morgan and seconded by Councilmember Cimic to approve the Consent Agenda.

Vote FOR: Morgan, Cimics, Dahl, and Tullgren; Passed 4/0

6. NEW BUSINESS

A. Discussion and possible action regarding a Resolution to enter into a subscription agreement for license plate readers with Flock Safety using grant funding awarded by the Office of The Governor for the FY25 Edward Byrne Justice Assistance Grant (JAG) – Chief Fratus

Chief Fratus presented the agenda item to City Council.

Motion was made by Councilmember Dahl and seconded by Councilmember Morgan to approve a Resolution to enter into a subscription agreement for license plate readers with Flock Safety

using grant funding awarded by the Office of The Governor for the FY25 Edward Byrne Justice Assistance Grant.

Vote FOR: Morgan, Cimics, Dahl, and Tullgren; Passed 4/0

B. Discussion and possible action regarding a Resolution to authorize the City Manager to apply for the FY2026 Edward Byrne Justice Assistance Grant (JAG) through the Office of The Governor’s Criminal Justice Division – Chief Fratus

Chief Fratus presented the agenda item to City Council.

Motion was made by Councilmember Morgan and seconded by Councilmember Cimics to approve a Resolution to authorize the City Manager to apply for the FY2026 Edward Byrne Justice Assistance Grant (JAG) through the Office of The Governor’s Criminal Justice Division

Vote FOR: Morgan, Cimics, Dahl, and Tullgren; Passed 4/0

C. Discussion and possible action regarding a Resolution to authorize the City Manager to apply for the FY2026 General Victim Assistance Grant through the Office of The Governor’s Criminal Justice Division – Chief Fratus

Chief Fratus presented agenda item to City Council.

Motion was made by Councilmember Morgan and seconded by Councilmember Dahl to approve a Resolution to authorize the City Manager to apply for the FY2026 General Victim Assistance Grant through the Office of The Governor’s Criminal Justice Division

Vote FOR: Morgan, Cimics, Dahl, and Tullgren; Passed 4/0

7. CITY COUNCIL REPORT

A. City Council Member’s report regarding discussion of City issues with citizens.

Nothing to report from City Council.

8. GENERAL ANNOUNCEMENTS FOR CITY COUNCIL AND STAFF

A. City Council

1. Ribbon Cuttings, upcoming City Events, Special meetings and workshops, conferences and special acknowledgments

Councilmember Morgan announced that the Humane Society will be meeting on March 18, 2025.

B. Staff

1. Ribbon Cuttings, upcoming City Events, Special meetings and workshops, conferences and special acknowledgments

City Manager, Mr. Garfaoui informed Council about the umbrella on their desk comes from EDC.

Chief Fratus announced Citizens Police Academy will start on March 20, 2025 but applications are still being accepted.

Mayor Pro-Tem Tullgren wished Assistant City Manager Mr. Ruthven a happy birthday. Mayor Pro-Tem Tullgren also announced that he attended the international meeting for the Optimist Club at the Hilton Garden Inn.

9. ADJOURNMENT

Motion was made by Councilmember Cimics and seconded by Councilmember Dahl to adjourn the meeting at 7:11 p.m.

APPROVED:

ATTEST:

Mary M. Dennis, Mayor

Isa Gaytan, TRMC
City Secretary



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 5B

Prepared by: I. Gaytan, City Secretary

Reviewed by: A. Garfaoui, City Manager

Department: Administration

Agenda Item Description:

City Council to approve a Resolution authorizing the City Manager to enter into an Election Contract with Bexar County Elections Department for their services during Early Voting and Election Day Voting timeframe.

Staff Briefing:

This year’s cost will be approximately \$4,643.28, which includes both early Election and General Election. Funding account: 10 – 405.390. This cost does not include advertisement, translations and other miscellaneous expenses.

Action:

- Ordinance Resolution
- Proclamation Special Presentation
- Finance Report Public Hearing

Cost: \$4,643.28	
Budgeted	\$13,000.00
Actual	\$4,646.28
Acct. Name	Election Expense
Acct. Fund	10-405.390
Other Funding	
Strategic Goal #	1, 3

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

Staff Recommended Motion:

Under Consent Agenda.

RESOLUTION NO: _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE BEXAR COUNTY ELECTIONS ADMINISTRATOR AND OTHER VARIOUS ENTITIES FOR CONDUCTING A JOINT AND GENERAL ELECTION IN MAY 2025 TO INCLUDE CONDUCTING EARLY VOTING

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

1. The City Manager is authorized to execute a contract with the Bexar County Elections Administrator and other various entities for conducting a Joint and General Election for the May 2025 Election, to include conducting Early Voting; and
2. The cost of the Election service will be a calculated on pro-rata basis in an amount that will be determined at a later date; and
3. A copy of this Agreement is attached hereto and made a part hereof as Exhibit "1."

PASSED and APPROVED the _____ day of March, 2025

Mary M. Dennis Mayor

ATTEST:

Isa Gaytan, City Secretary

APPROVED AS TO LEGAL SUFFICIENCY:

City Attorney

- (D) Procure, prepare, and distribute adequate election equipment and transport equipment to and from the polling locations, including early voting substations, for CITY;**
- (E) Distribute the lists of registered voters to be used in conducting the election, as provided by Bexar County Voter Registration pursuant to the request by CITY;**
- (F) Pay election day and early voting judges and clerks;**
- (G) Pay the judges for election night returns and early voting returns;**
- (H) Provide information for election officers;**
- (I) Provide training and general overall supervision of the election and advisory services;**
- (J) Prepare writ of election to election officers and notice of appointment to Presiding and Alternate judges, as required by law;**
- (K) Conduct early voting, in person and by mail, for CITY;**
- (L) Establish an Early Ballot Board for the purpose of qualifying mail ballots;**
- (M) Establish a Central Counting Station for the purpose of tabulating ballots;**
- (N) Provide such incidental related services as may be necessary to effect the election;**
- (O) Meet ADA requirements as the law relates to polling locations and voter assistance, etc; and**
- (P) Provide for Central Count Tabulation (s):**
 - a. Preparation and programming of the ballots on the AIS 850 and 450 Optical Scanners**
 - b. Preparation and tabulation of votes from the ExpressVote Voting System, including the Express Touches.**
- (Q) Provide Support as Custodian of Election Records as the law relates to conducting a Recount.**

ARTICLE III
SCHEDULE FOR PERFORMANCE OF SERVICES

3.01. Specific services to be provided related to the general services identified in Article II will be performed in accordance with the time requirements set out in the Texas Election Code.

ARTICLE IV
SERVICES NOT PROVIDED BY COUNTY

4.01. ADMINISTRATOR shall have no responsibility for insuring the passage of the appropriate Election Order by the CITY, posting the election notice as required by the Texas Election Code Section 4.003, or canvassing election results. ADMINISTRATOR shall have no responsibility as custodian of CITY'S election records.

ARTICLE V
TERM

5.01. Except as hereinafter set out, the term of this Contract will be from the time of execution until all items with respect to this Contract and the election held hereunder have been completed.

ARTICLE VI
COST OF SERVICE AND BILLING

6.01. In consideration for the services provided hereunder by ADMINISTRATOR, CITY shall pay ADMINISTRATOR the actual cost of performing the services, including any overtime incurred by ADMINISTRATOR'S employees. CITY shall deposit with ADMINISTRATOR _____ no later than April 11, 2025 to cover the estimated pro rata cost.

6.02. If the actual election costs exceed CITY'S deposit, the difference between the actual costs and the deposit will be paid by DISTRICT within 30 days after receiving an itemized invoice from ADMINISTRATOR. Payment must be made by check payable to the Bexar County Clerk and mailed to:

**Jacquelyn F. Callanen
Bexar County Elections Administrator
1103 S. Frio St., Ste. 100
San Antonio, Texas 78207**

6.03. Any monies remaining after the payment of all costs of elections bills, will be the property of the CITY and returned to it.

ARTICLE VII
GENERAL PROVISIONS

7.01. This Contract will be construed under and in accordance with the laws of the State of Texas, and all obligations of the Parties created hereunder are performable in Bexar County, Texas.

7.02. If any one or more of the provisions contained in this Contract is for any reason be held to be invalid, illegal or unenforceable in any respect, that invalidity, illegality or unenforceability will not affect any other provision, and this Contract will be construed as if the invalid, illegal or unenforceable provision had never been contained in the Contract.

7.03. This Contract constitutes the sole and only agreement of the Parties and supersedes any prior understanding or written or oral agreement between the Parties respecting the written subject matter.

7.04. No amendment, modification, or alteration of this Contract will be binding unless it is in writing, dated subsequent to the date hereof and executed by the Parties.

ARTICLE VIII
BACKGROUND CHECKS

8.01 ADMINISTRATOR has conducted all criminal background checks required by Texas Election Code § 129.051(g).

SIGNED this ____ day of _____, 2025.

ELECTIONS ADMINISTRATOR


BY: 
JACQUELYN F. CALLANEN

CITY OF LIVE OAK

BY: _____
PRINT: _____
TITLE: _____

APPROVED AS TO LEGAL FORM:

**JOE GONZALES
CRIMINAL DISTRICT ATTORNEY
BEXAR COUNTY, TEXAS**

BY: 
**LARRY ROBERSON
ASSISTANT CRIMINAL DISTRICT
ATTORNEY- CIVIL DIVISION**



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 5C

Prepared by: I. Gaytan, City Secretary

Reviewed by: A. Garfaoui, City Manager

Department: Administration

Agenda Item Description:

City Council to approve an excused absence for Mayor Dennis from the March 11, 2025, meeting.

Staff Briefing:

Mayor Dennis is requesting an excused absence from the March 11, 2025, City Council Meeting.

Action:

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

Cost:	N/A
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.



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 5D

Prepared by: I. Gaytan, City Secretary

Reviewed by: A. Garfaoui, City Manager

Department: Administration

Agenda Item Description:

City Council to approve an excused absence for Councilmember Erin Perez from the March 11, 2025, meeting.

Staff Briefing:

Councilmember Erin Perez is requesting an excused absence from the March 11, 2025, City Council Meeting.

Action:

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

Cost:	N/A
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.



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 6A

Prepared by: M. Fratus, Chief of Police

Reviewed by: A. Garfaoui, City Manager

Department: Police Department

Agenda Item Description:

Proclamation for National Public Safety Telecommunication Week.

Staff Briefing:

The week of April 13-19, 2025, is National Public Safety Telecommunication Week. It is designated as a time when citizens can thank public safety men and women who respond to emergency calls and dispatch emergency professionals and equipment during times of crisis. Americans can show gratitude to 9-1-1 telecommunications operators and staff who maintain radio and emergency phone systems across the country and work tirelessly to help during emergencies.

Live Oak Communications personnel are responsible for responding to telephone calls from the general public for police, fire, and emergency medical assistance. In doing so, their assistance helps save the lives and property of the citizens of the City of Live Oak and the general public.

We recognize their daily service to the public with this Proclamation for National Public Safety Telecommunications Week

Action:

- Ordinance Resolution
- Proclamation 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:

None



PROCLAMATION FOR
NATIONAL PUBLIC SAFETY TELECOMMUNICATION WEEK

WHEREAS: Emergency communications professionals play a vital role in ensuring the safety and well-being of the residents of Live Oak by serving as the critical link between the public and emergency responders; and

WHEREAS: The dedicated telecommunicators of the City of Live Oak provide lifesaving assistance with compassion, diligence, and commitment in times of crisis, 24 hours a day, seven days a week; and

WHEREAS: Their expertise in managing emergency calls, dispatching appropriate resources, and maintaining communications with police, fire, and medical personnel is essential to the safety and security of our community; and

WHEREAS: The City of Live Oak expresses gratitude and appreciation for the exceptional dedication and service of our emergency telecommunicators, whose efforts help save lives and protect the community each day.

NOW, THEREFORE, I, Mary M. Dennis, Mayor of the City of Live Oak, do hereby proclaim April 13-19, 2025, as National Public Safety Telecommunication Week and encourage all residents to recognize and thank these dedicated professionals for their vital service.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Live Oak to be affixed this 25th day of March 2025.

Mary M. Dennis, Mayor



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 6B

Prepared by: M. Fratus, Chief of Police

Reviewed by: A. Garfaoui, City Manager

Department: Police Department

Agenda Item Description:

Proclamation for National Child Abuse Awareness Prevention Month.

Staff Briefing:

April is the month set aside to bring awareness to Child Abuse Awareness and Prevention. The City of Live Oak is urged to encourage all citizens to work together to reduce child abuse and neglect and to significantly improve the response of our community when child abuse occurs in the months and years ahead.

Action:

- Ordinance Resolution
- Proclamation 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:

None.



PROCLAMATION FOR **CHILD ABUSE PREVENTION MONTH**

WHEREAS: Every child deserves to grow up in a safe, supportive, and nurturing environment, free from abuse and neglect; and

WHEREAS: Child abuse is a tragic reality that affects thousands of children each year, impacting their physical, emotional, and psychological well-being; and

WHEREAS: The prevention of child abuse is a community responsibility, and through education, awareness, and proactive intervention, we can support families and protect children from harm; and

WHEREAS: Child Abuse Awareness Month serves as an opportunity to raise awareness about the importance of protecting children, strengthening families, and fostering a community committed to their safety and well-being; and

WHEREAS: The City of Live Oak stands in solidarity with child advocates and service providers in their efforts to prevent abuse and ensure every child has the opportunity to thrive in a loving and protective environment.

NOW, THEREFORE, I, Mary M. Dennis, Mayor of the City of Live Oak, do hereby proclaim April 2025 as Child Abuse Prevention Month and encourage all residents to recognize the importance of child safety, supporting families in need, and working together to prevent child abuse and neglect.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Live Oak to be affixed this 25th day of March 2025.

Mary M. Dennis, Mayor



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 6C

Prepared by: M. Fratus, Chief of Police

Reviewed by: A. Garfaoui, City Manager

Department: Police Department

Agenda Item Description:

Proclamation for National Sexual Assault Awareness and Prevention Month.

Staff Briefing:

In the United States, April is Sexual Assault Awareness and Prevention Month (SAAPM). The goal of SAAPM is to raise public awareness about sexual violence and to educate communities on how to prevent it. Sexual violence is a major public health, human rights, and social justice issue. Every 68 seconds another person in the United States is sexually assaulted, and in Texas, two in five women and one in five men are victims of sexual assault.

Action:

- Ordinance Resolution
- Proclamation 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:

None.



PROCLAMATION FOR
SEXUAL ASSAULT AWARENESS AND
PREVENTION MONTH

WHEREAS: Sexual violence is a serious public health issue that affects individuals across our state, causing profound harm to survivors, families, and communities; and

WHEREAS: Law enforcement agencies, advocacy groups, healthcare providers, and prosecutors work tirelessly to support survivors, promote justice, and educate the public on the importance of prevention; and

WHEREAS: Sexual Assault Awareness and Prevention Month provides an opportunity for individuals, organizations, and communities to come together to raise awareness, engage in prevention efforts, and support survivors; and

WHEREAS: The City of Live Oak encourages all residents to take an active role in preventing sexual violence by promoting consent, respect, and accountability in their daily lives and supporting those affected by sexual assault.

NOW, THEREFORE, I, Mary M. Dennis, Mayor of the City of Live Oak, do hereby proclaim April 2025 as Sexual Assault Awareness and Prevention Month.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Live Oak to be affixed this 25th day of March 2025.

Mary M. Dennis, Mayor



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 6D

Prepared by: M. Fratus, Chief of Police

Reviewed by: A. Garfaoui, City Manager

Department: Police Department

Agenda Item Description:

Proclamation for National Animal Control Officer Appreciation Week.

Staff Briefing:

National Animal Control Officer Appreciation Week is observed to honor the dedicated work of animal control officers who protect and care for animals, ensure public safety, and help manage animal-related issues within the community. This week is typically celebrated in the third week of April each year. It's a time to recognize the hard work, compassion, and professionalism of these officers who respond to various situations involving animals, including rescues, welfare checks, and enforcing animal laws.

Action:

- Ordinance Resolution
- Proclamation 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:

None.



PROCLAMATION FOR
NATIONAL ANIMAL CONTROL OFFICER
APPRECIATION WEEK

WHEREAS, The dedicated Animal Control Officers of the City of Live Oak serve as vital members of our community, ensuring the safety and well-being of both animals and residents; and

WHEREAS, These professionals work tirelessly to protect animals from neglect, abuse, and hazardous conditions while also enforcing local and state laws to maintain public safety; and

WHEREAS, Animal Control Officers play an essential role in public health by addressing dangerous animals, managing rabies control efforts, and educating the public on responsible pet ownership; and

WHEREAS, Their commitment to service includes responding to emergencies, rescuing animals in distress, and reuniting lost pets with their families; and

WHEREAS, The City of Live Oak recognizes the dedication, compassion, and professionalism demonstrated by Animal Control Officers in their daily duties.

NOW, THEREFORE, I, Mary M. Dennis, Mayor of the City of Live Oak, do hereby proclaim April 13-19, 2025, as National Animal Control Officer Appreciation Week and encourage all residents to join in thanking these dedicated professionals for their service to our community.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Live Oak to be affixed this 25th day of March 2025.

Mary M. Dennis, Mayor



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 6E

Prepared by: I. Gaytan, City Secretary

Reviewed by: A. Garfaoui, City Manager

Department: Administration

Agenda Item Description:

Proclamation for National Library Week 2025.

Staff Briefing:

First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April. It is a time to celebrate the contributions of our nation's libraries and librarians and to promote library use and support. All types of libraries - school, public, academic and special - participate.

Today's libraries are more than just books. Increasingly, they are places of creativity where people can meet to share a hobby, use a 3D printer, edit a video, or use software to record their own music. Libraries offer access to the tools and technology essential to the economic and cultural lives of their communities.

Action:

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

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:

None.



PROCLAMATION FOR NATIONAL LIBRARY WEEK 2025

WHEREAS: First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April and it is a time to celebrate the contributions of our nation's libraries and librarians and to promote library use and support; and

WHEREAS: National Library Week is an annual celebration highlighting the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities; and

WHEREAS: National Library Week is a time to celebrate our nation's libraries, library workers' contributions and promote library use and support. First sponsored in 1958, National Library Week is sponsored by the American Library Association (ALA) and observed in libraries across the country each April; and

WHEREAS: Libraries support democracy and effect social change through their commitment to provide equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status.

NOW, THEREFORE, I, Mary M. Dennis, Mayor of City of Live Oak, do hereby proclaim April 6-12, 2025, as National Library Week in Live Oak, Texas.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Live Oak to be affixed this 25th day of April 2025.

Mary M. Dennis, Mayor



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 7A

Prepared by: M. Wagster, PW Director

Reviewed by: A. Garfaoui, City Manager

Department: Public Works

Agenda Item Description:

Discussion and possible action regarding the 2024 City of Live Oak Facilities Improvement Master Plan.

Staff Briefing:

The team at Huitt Zollars have been working on the Facilities Master Plan since February of last year. The process assessed the condition of city facilities located at 8001 Shin Oak Drive and a couple of adjacent undeveloped parcels of property owned by the city. The focus was on the City Hall and Council Chambers, Public Works, and Animal Control.

The master plan is attached in your packet and City Council will receive a presentation from Huitt Zollars summarizing their findings.

Action:

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

Cost: \$99,500 + 10% Contingency	
Budgeted	\$125,000
Actual	\$99,500 paid to date
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	1, 2, 3, and 4

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

Staff Recommended Motion:

This is a special presentation and a motion is not required.



City of Live Oak

2024 Facilities Improvement Master Plan

January 2025
Prepared by:



Joseph Nash, AIA
O: 713.622.1180 x 16517
1001 Fannin St.
Houston, TX 77002
www.huitt-zollars.com

Table of Contents

Summarized report prepared
for City Council meeting
3/25/2025

Process Summary

Facility Condition Assessment Summary

Needs Assessment Summary

Facilities Improvement Master Plan

- City Hall & Administration

- Community Building (proposed new building)

- Public Works (PW) Administration Building

- Animal Control

- PW Equipment Storage Canopy

- PW Maintenance Shop

- PW Equipment Storage Yard

- Utilities Shop & Storage

- PW & Police Storage

- Fire Department

Implementation

Appendix

- 1.1 Facilities Conditions Assessment

- 2.1 Needs Assessment Questionnaires

- 2.2 Needs Assessment Blocking Exercise

- 2.3 Needs Assessment Space Program

- 3.1 Final Drawings

Process Summary

Summarized report prepared
for City Council meeting
3/25/2025

The purpose of this Facilities Improvement Master Plan project is to develop a document that will guide current and future utilization, improve operational efficiencies, and assess and provide for individual department needs of the City. The report includes a Facility Condition Assessment (FCA) which includes a Facility Condition Index (FCI) for each building, as well as future maintenance costs based on the life cycle analysis of each building's major systems. Following the FCA, Huitt-Zollars conducted a Needs Assessment and Space Program for each building which included questionnaires, staff interviews, space utilization determinations, and site constraints. The Building Program for City Hall & Administration and the Community Building included collaborative programming, blocking sessions, and design charrettes. These resulted in conceptual layouts and opinions of probable project costs.

This Facilities Improvement Master Plan proposes updates for 9 facilities which represents Huitt-Zollars' recommendations and plan of action along with opinion of probable project costs for additions, expansions, renovations, re-purposing and/or new construction. The proposed recommendations represent a comprehensive approach to modernizing infrastructure facilities at these 9 sites. Each facility's design has been carefully tailored to its unique operational requirements, staff needs, and technological demands. The plans emphasize improved functionality, staff comfort, safety, and operational efficiency.

Facilities Condition Assessment Summary

Huitt-Zollars was engaged to perform a Facilities Condition Assessment of selected facilities for the City of Live Oak, Texas. The purpose of the assessment was to gather detailed deficiency data to determine the overall condition of the selected city facilities.

The objective of this assessment was to identify the deferred maintenance and capital renewal expenditures necessary to improve the condition of the buildings.

The scope of this facility condition assessment included the following eight (8) existing city facilities:

- City Hall & Administration Building
- Public Works (PW) Administration Building
- Animal Control Building
- PW Equipment Storage Canopy
- PW Maintenance Shop Building
- PW Equipment Storage Yard
- Utilities Shop & Storage Building
- PW & Police Storage Building

***Fire Department building is not included in this facilities condition assessment summary.**

Summarized report prepared for
City Council meeting 3/25/2025

Facilities Condition Assessment Summary

Summarized report prepared for
City Council meeting 3/25/2025

Facility	Repair Cost	Replacement Value	FCI	Condition
City Hall & Administration	\$860,059	\$ 4,576,975	18.8%	Poor
Public Works (PW) Administration	\$111,423	\$2,224,000	5.0%	Good
Animal Control	\$ 45,495	\$1,138,540	4.0%	Good
PW Equipment Storage Canopy	\$8,100	\$106,500	7.6%	Fair
PW Maintenance Shop	\$ 63,252	\$558,750	11.3%	Poor
PW Equipment Storage Yard	N/A	N/A	N/A	N/A
Utilities Shop & Storage	\$ 29,700	\$374,400	7.9%	Fair
PW & Police Storage	\$ 92,168	\$297,600	31.0%	Poor

Note: The Industry-Accepted Rating system is as follows:
 Good Condition (FCI=0%-5%)
 Fair Condition (FCI=5%-10%)
 Poor Condition (FCI>10%)

*Fire Department building is not included in this facilities condition assessment summary.

Needs Assessment Summary

Huitt-Zollars worked through a discovery process with the City of Live Oak. The goal of which was to identify key programmatic or operational spaces that are not currently included in existing infrastructure but are necessary for safe, effective, and efficient operation moving forward.

This process included staff questionnaires (see Appendix 2.1), interviews with key staff members to further understand the operation of facilities and needs and desires of the staff, blocking sessions (see Appendix 2.2) to determine desired adjacencies and spatial relations between different programmatic elements, and conceptual floor plans (see Appendix 3.1) which amalgamate all of the information above into functional buildings and take into consideration site constraints and code requirements. Lastly, estimates are provided to highlight the costs of specific improvements. Below are Huitt-Zollars FIMP recommendations which combine all of the information that was discovered working with the City of Live Oak over the past 8 months.

Summarized report prepared for
City Council meeting 5/25/2025

Facilities Improvement Master Plan Recommendations

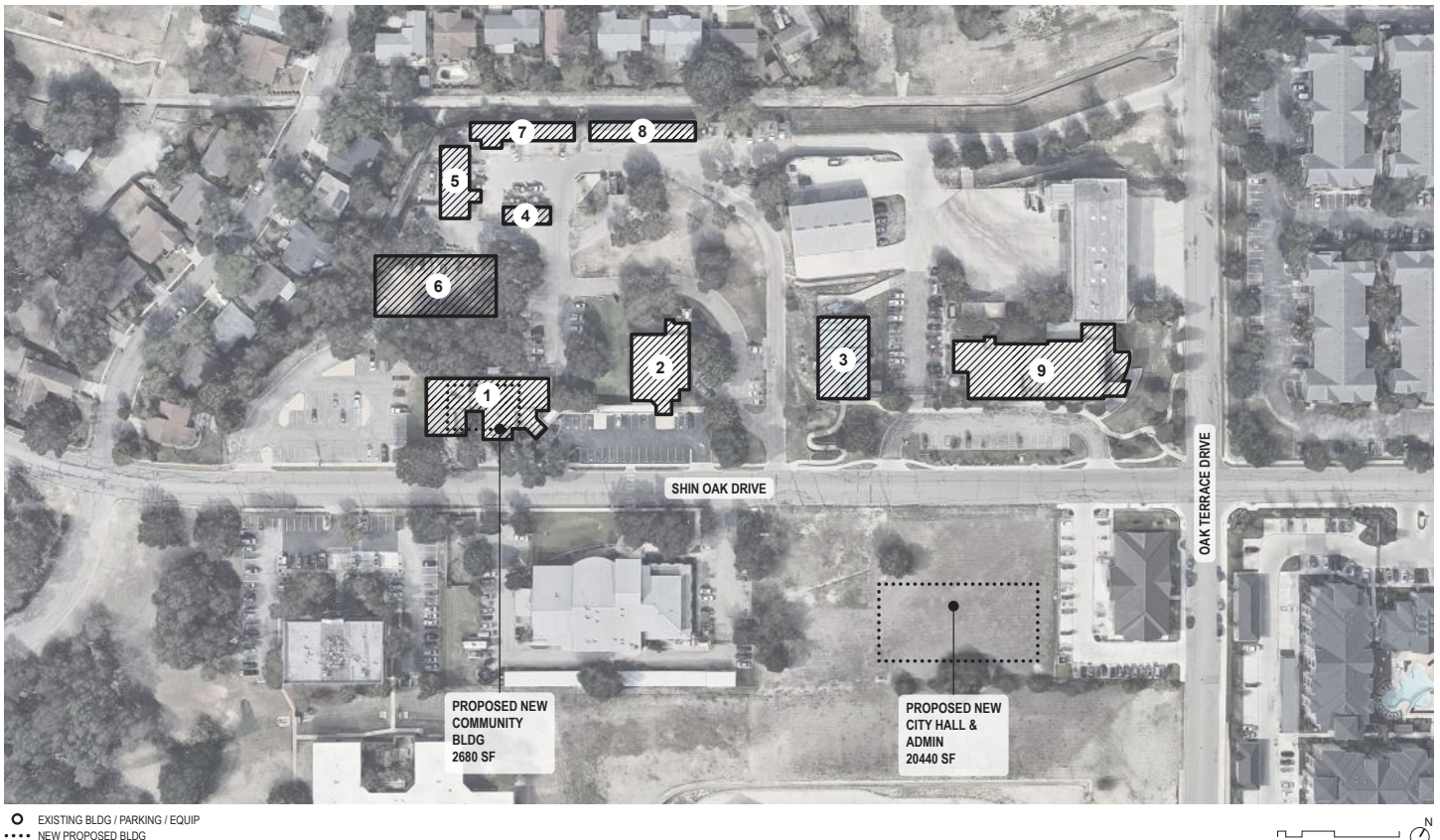
Overall Site Plan: City of Live Oak Facilities

Summarized report prepared for
City Council meeting 3/25/2025

The City Hall & Administration is undergoing a comprehensive upgrade to enhance its operational

- 1 City Hall & Administration
- 2 Public Works Administration
- 3 Animal Control
- 4 Public Works Equipment Storage
- 5 Public Works Maintenance Shop
- 6 Public Works Equipment Storage Yard
- 7 Utilities Shop & Storage
- 8 Public Works & Police Storage
- 9 Fire Department

Overall Site Plan Conceptual Design Study



Recommendations: City Hall & Administration

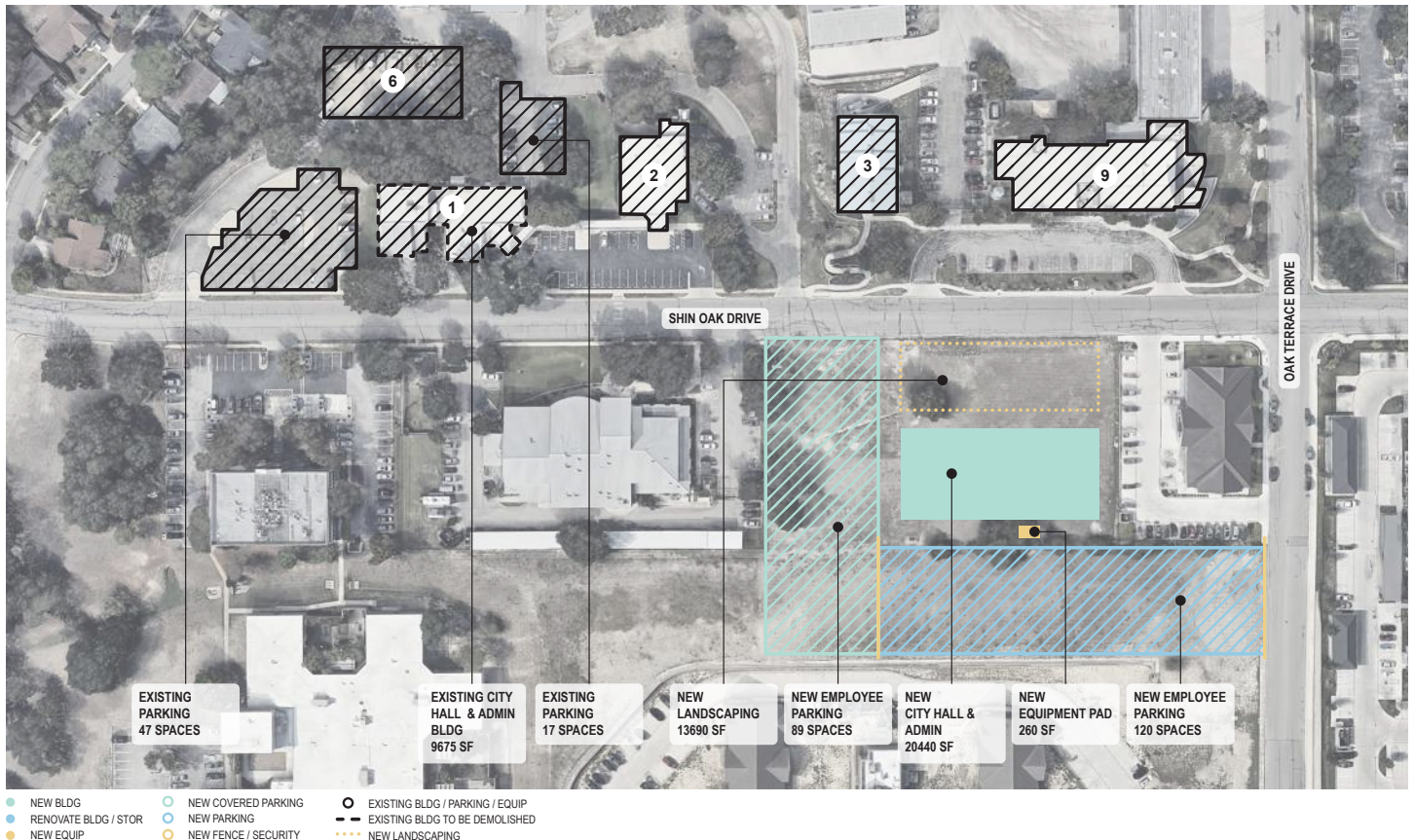
Summarized report prepared for
City Council meeting 3/25/2025

The City Hall & Administration is undergoing a comprehensive upgrade to enhance its operational capabilities and staff accommodations. Central to this project is the complete replacement of the existing City Hall & Administration building with a modern, user-centric facility that will also allow for future expected growth in staff and required increase in services. The new building will feature two dedicated areas for public hearings and private workspace for key personnel. In addition, a well-appointed large break room facing a small courtyard will comfortably accommodate 20 plus staff members, promoting team interaction and relaxation.

Recognizing the Council Chambers are a program element that requires minimal usage, the building was designed so this area can be closed off while still allowing for the administration side to continue functioning. Separate public and employee facilities will support staff with comfort and easy access. A dedicated utility room and large IT spaces will provide critical infrastructure support, while a copy room offers additional functional spaces for staff research and administrative tasks.

Security and access improvements are also a key focus of the upgrade and layout. Separate entrances for both public and staff will provide personnel with more direct entry and exit routes for the facilities.

City Hall & Administration Conceptual Design Study



Recommendations: City Hall & Administration

Cost Analysis

City Hall & Administration - New Construction of 22,440 SF at a project cost of \$14,300,000

Parking - 209 new spaces at a project cost of \$2,299,000

Site Work - 67,310 SF of site work at a project cost \$562,038.50

Landscaping - 13,690 SF at a project cost of \$71,324.90

Security Fencing - 235 LF of Fencing at a project cost of \$35,250

Total: \$17,267,613.40

Summarized report prepared for
City Council meeting 3/25/2025

***Project cost means: construction cost + contractor general conditions overhead and profit + soft costs**

Based upon the results of our condition assessment, questionnaires, interviews and blocking sessions Huitt-Zollars has created this estimate. Prices are based on water, sewer, drainage and electrical power being available at the site and that any associated detention can be provided on site.

Recommendations: City Hall & Administration

Summarized report prepared for
City Council meeting 3/25/2025

Space Program Overview

	Current	Proposed
Staffing		
Administration	11	14

Space: Building Area

City Hall & Administration	9,675	22,440
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Space: Outdoor Area

Parking		38,000
Site Work		67,310
Landscaping		13,690
Security Fencing		

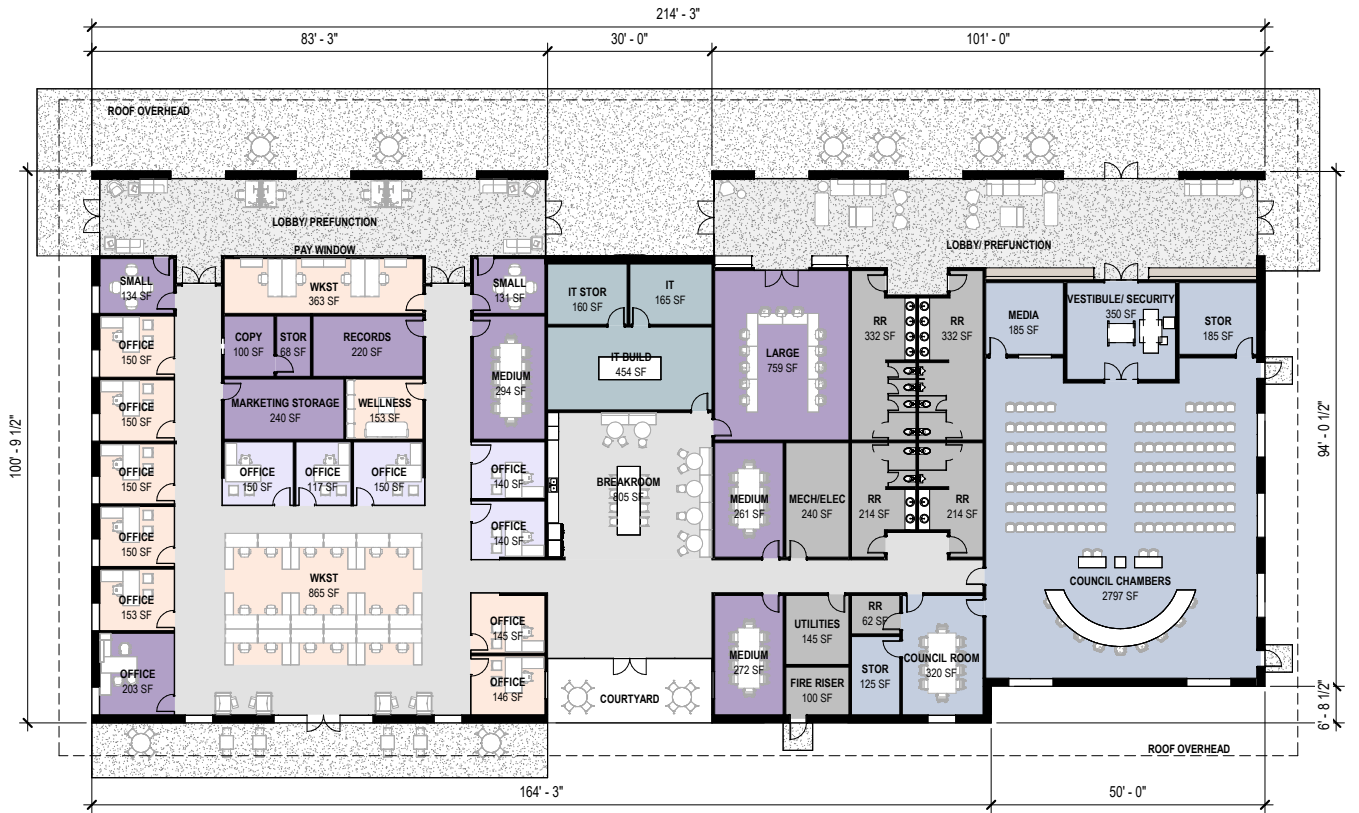
Totals

Building/Canopy/Outdoor		141,000
Site Circulation		38,800
Site Area		141,000

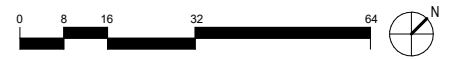
A detailed Space Program is available in the Appendix.

Recommendations: City Hall & Administration

Summarized report prepared for
City Council meeting 3/25/2025



1 FLOOR PLAN - CITY HALL BLDG
1/16" = 1'-0"



City Hall Building Floor Plan

20,440 sq. ft.

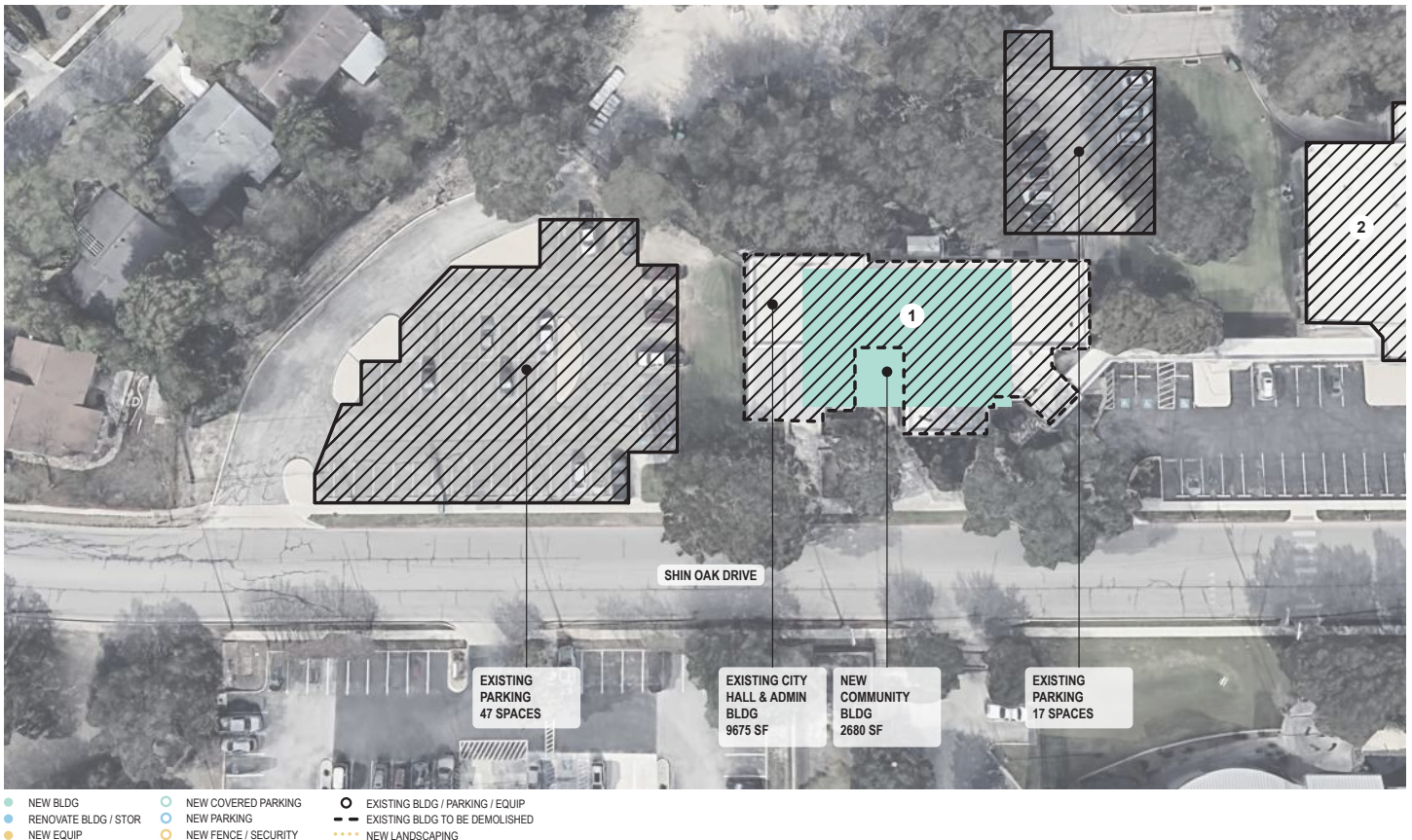
Recommendations: Community Building

The Community Building is a proposed new construction designed as a multi-functioning space for the community to be able to gather for different occasions. Located where the current City Hall is, it will allow the building to be surrounded by large existing oak trees to create an atmosphere of being embraced by nature.

This building will incorporate a large open space for various activities that will allow for picturesque views of the grand oak trees around the building. The building will also include public restrooms and storage space. In addition, there will be entry access on all four sides to permit direct horizontal and vertical flow throughout the building.

Summary report prepared for
 City Council meeting 3/25/2025

Community Building Conceptual Design Study



Recommendations: Community Building

Cost Analysis

Community Building - New Construction of 2,680 SF at a project cost of \$1,742,000

Parking - \$0

Site Work - 7,000 SF of site work at a project cost \$58,450

Landscaping - 2,130 SF at a project cost of \$11,097.30

Security Fencing - \$0

Total: \$1,811,547.30

Summarized report prepared for
City Council meeting 3/25/2025

***Project cost means: construction cost + contractor general conditions overhead and profit + soft costs**

Based upon the results of our condition assessment, questionnaires, interviews and blocking sessions Huitt-Zollars has created this estimate. Prices are based on water, sewer, drainage and electrical power being available at the site and that any associated detention can be provided on site.

Recommendations: Community Building

Summarized report prepared for
City Council meeting 3/25/2025

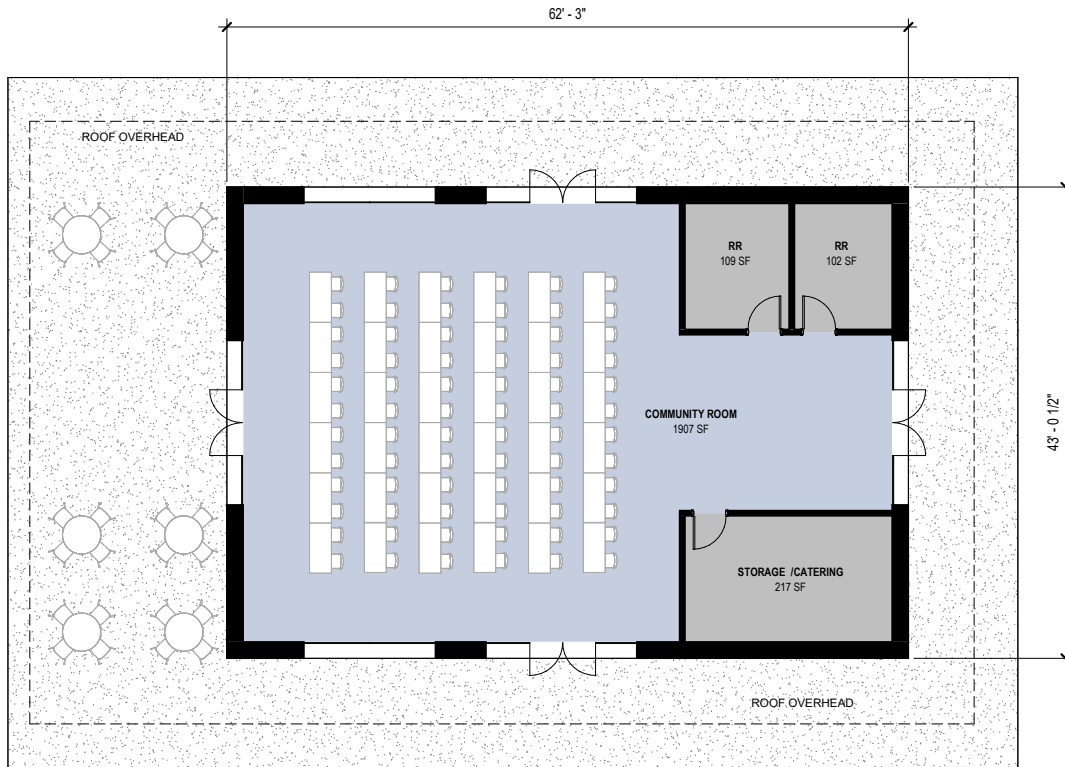
Space Program Overview

	Current	Proposed
Staffing		
Administration	N/A	N/A
Space: Building Area		
City Hall & Administration		2,680
Space: Outdoor Area		
Parking		N/A
Site Work		7,000
Landscaping		2,130
Security Fencing		N/A
Totals		
Building/Canopy/Outdoor		11,810
Site Circulation		10,100
Site Area		8,610

A detailed Space Program is available in the Appendix.

Recommendations: Community Building

Summarized report prepared for
City Council meeting 3/25/2025



1 FLOOR PLAN - COMMUNITY BUILDING
1/8" = 1'-0"



Community Building Floor Plan

2,680 sq. ft.

Recommendations: Public Works Administration

Summarized report prepared for
City Council meeting 3/25/2025

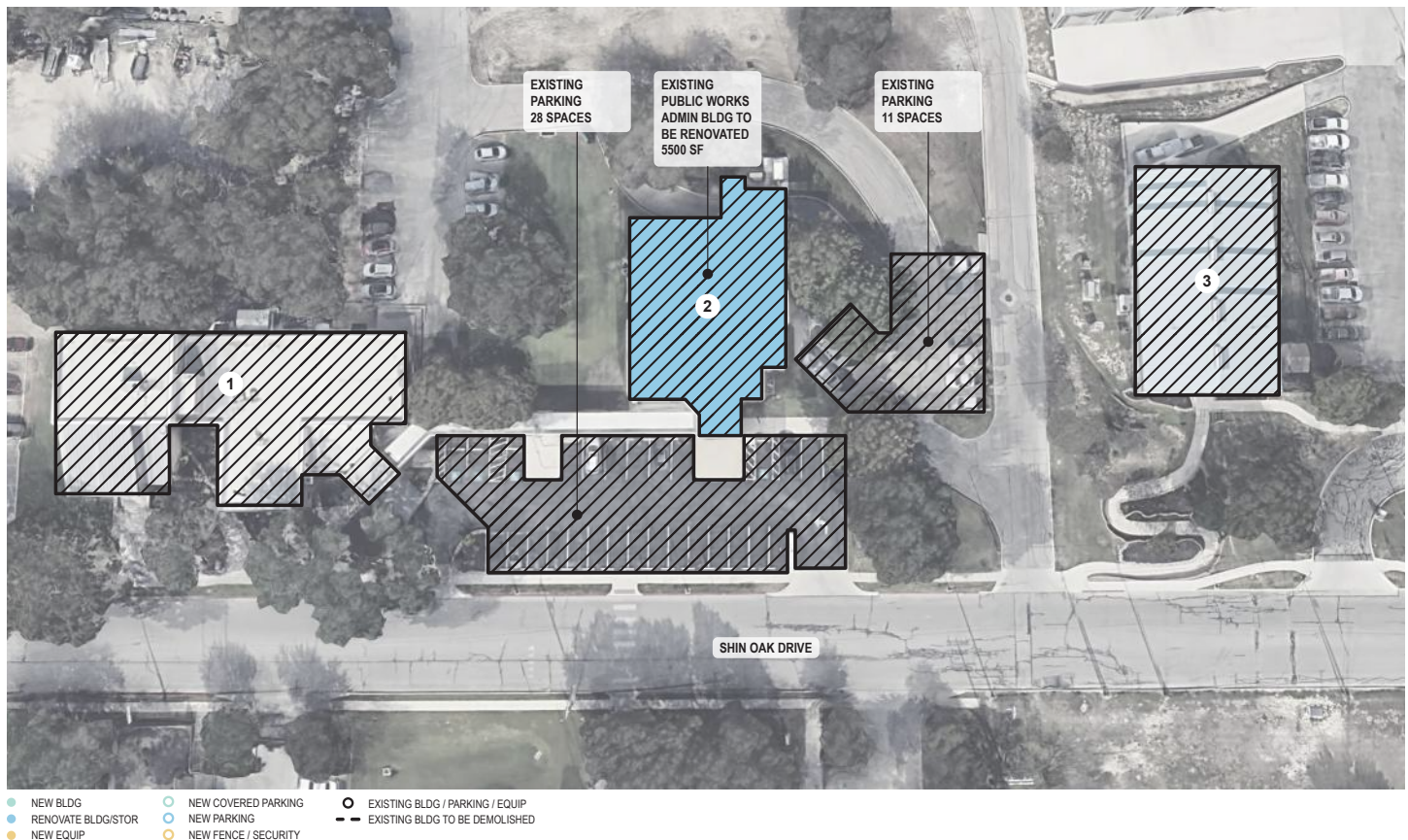
Building	Year Built	Repair Cost	Replacement Value	FCI
PW Administration	circa 1975	\$111,423	\$2,224,000	5.0%

The facility is in good condition. After working with city staff, the following needs were identified: the current building is 5,500 SF, while the projected space requirement in 20 years is 8,500 SF. There is a desire to place administrative spaces together. The recommendation is to maintain and repair the existing building, relocate Public Works Administration to a new or renovated City Hall, and renovate the current building to meet additional Public Works needs (estimated cost: \$500,000).

- Repairs minor
- Interior renovation
- Parking in good condition
- Expansion needs supported by new City Hall & Administration Bldg.

*Expansion to accommodate for additional needs if no new City Hall & Administration Bldg.

Public Works Administration Conceptual Design Study



Recommendations: Public Works Administration

Cost Analysis

Public Works Administration - Renovation work at a project cost of \$500,000

Parking - \$0

Site Work - \$0

Landscaping - \$0

Security Fencing - \$0

Total: \$ 500,000

Summarized report prepared for
City Council meeting 3/25/2025

***Project cost means: construction cost + contractor general conditions overhead and profit + soft costs**

Based upon the results of our condition assessment, questionnaires, interviews and blocking sessions Huitt-Zollars has created this estimate. Prices are based on water, sewer, drainage and electrical power being available at the site and that any associated detention can be provided on site.

Recommendations: Public Works Administration

Summarized report prepared for
City Council meeting 3/25/2025

Space Program Overview

	<i>Current</i>	<i>Proposed</i>
Staffing		
Administration	12	19

Space: Building Area

Public Works Administration	5,500	8,500*
-----------------------------	-------	--------

Space: Outdoor Area

Parking	14,140	14,140
Site Work		N/A
Landscaping		N/A
Security Fencing		N/A

Totals

Building/Outdoor		18,230
Site Circulation		13,400
Site Area		47,080

* Proposed square footage if new City Hall & Administration building is constructed.

A detailed Space Program is available in the Appendix.

Recommendations: Animal Control

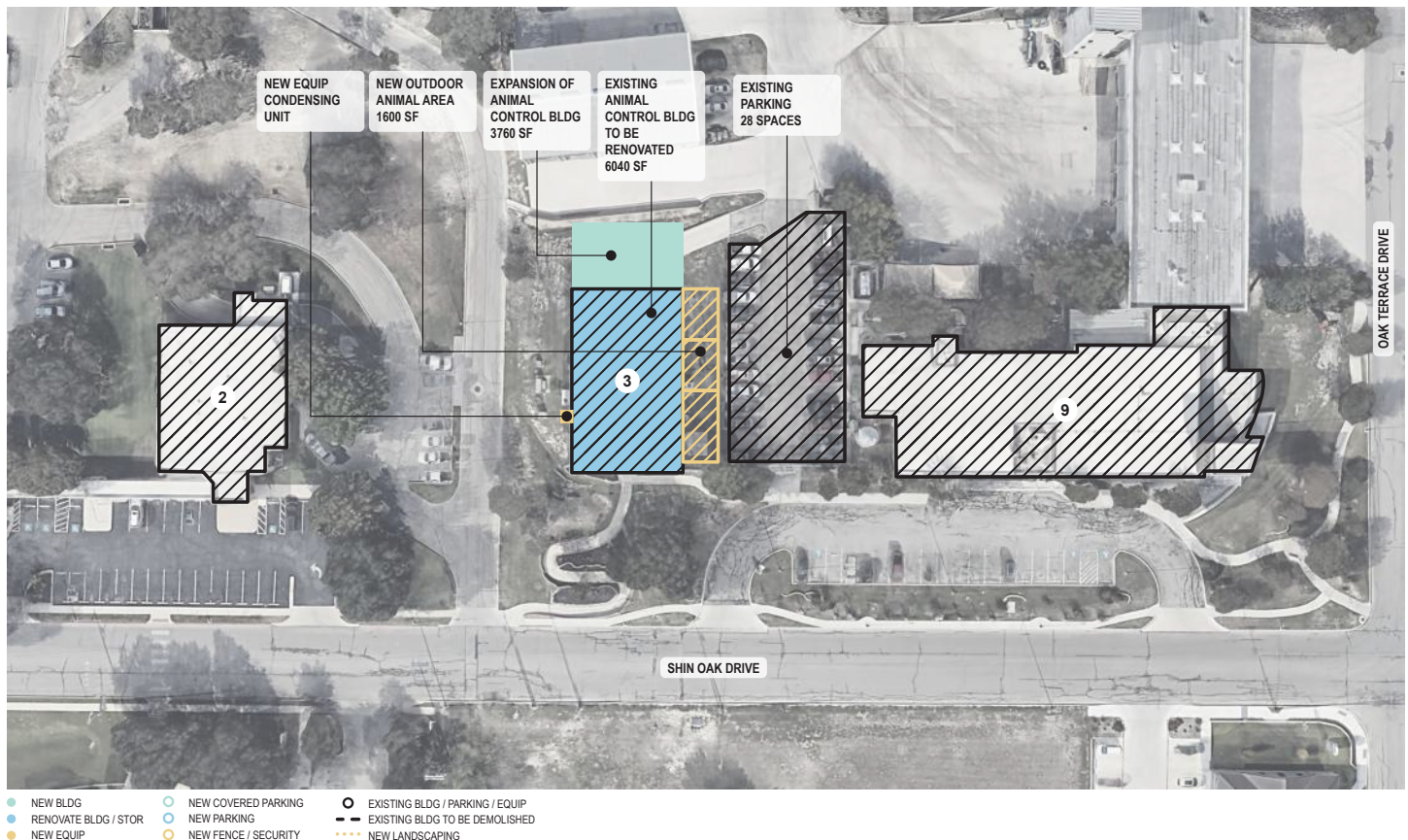
Summarized report prepared for
City Council meeting 3/25/2025

Building	Year Built	Repair Cost	Replacement Value	FCI
Animal Control	2002	\$45,495	\$1,138,540	4.0%

The facility is in good condition but will need a lobby separation with controlled access for security. After working with city staff, the following needs were identified: the current building is 6,040 SF, with a projected 20-year need of 9,800 SF; an outdoor area for dogs; a separate space for new intake pets; and conditioned space for animals. The recommendation is to maintain, repair, and potentially expand the existing building to meet these needs, with an estimated project cost of \$600,000.

- A separate area for new intake pets
- Conditioned space for animals
- Outdoor area for dogs (separate areas for small and large dogs)
- Expansion to accommodate additional needs
- Visibility issue (for security) to be addressed

Animal Control Conceptual Design Study



Recommendations: Animal Control

Summarized report prepared for
City Council meeting 3/25/2025

Cost Analysis

Animal Control - Renovation of 6,040 SF at a project cost of \$600,000
Expansion of 3760 SF at a project cost of \$2,440,000

Parking - \$0

Site Work - 5360 SF of site work at a project cost \$44,756

Landscaping - \$0

Fencing - 150 LF of Fencing (6' tall chain-link at \$150 per linear foot) at a project cost of \$22,500

Total: \$3,111,256

Based upon the results of our condition assessment, questionnaires, interviews and blocking sessions Huitt-Zollars has created this estimate. Prices are based on water, sewer, drainage and electrical power being available at the site and that any associated detention can be provided on site.

Recommendations: Animal Control

Summarized report prepared for
City Council meeting 3/25/2025

Space Program Overview

	<i>Current</i>	<i>Proposed</i>
Staffing		
Administration	3	0
Space: Building Area		
Animal Control	6,040	9,800
Space: Outdoor Area		
Parking	8,850	8,850
Site Work		5,360
Landscaping		N/A
Security Fencing		1,600
Totals		
Building/Outdoor		25,610
Site Circulation		16,800
Site Area		40,760

A detailed Space Program is available in the Appendix.

Recommendations: Public Works Equipment Storage

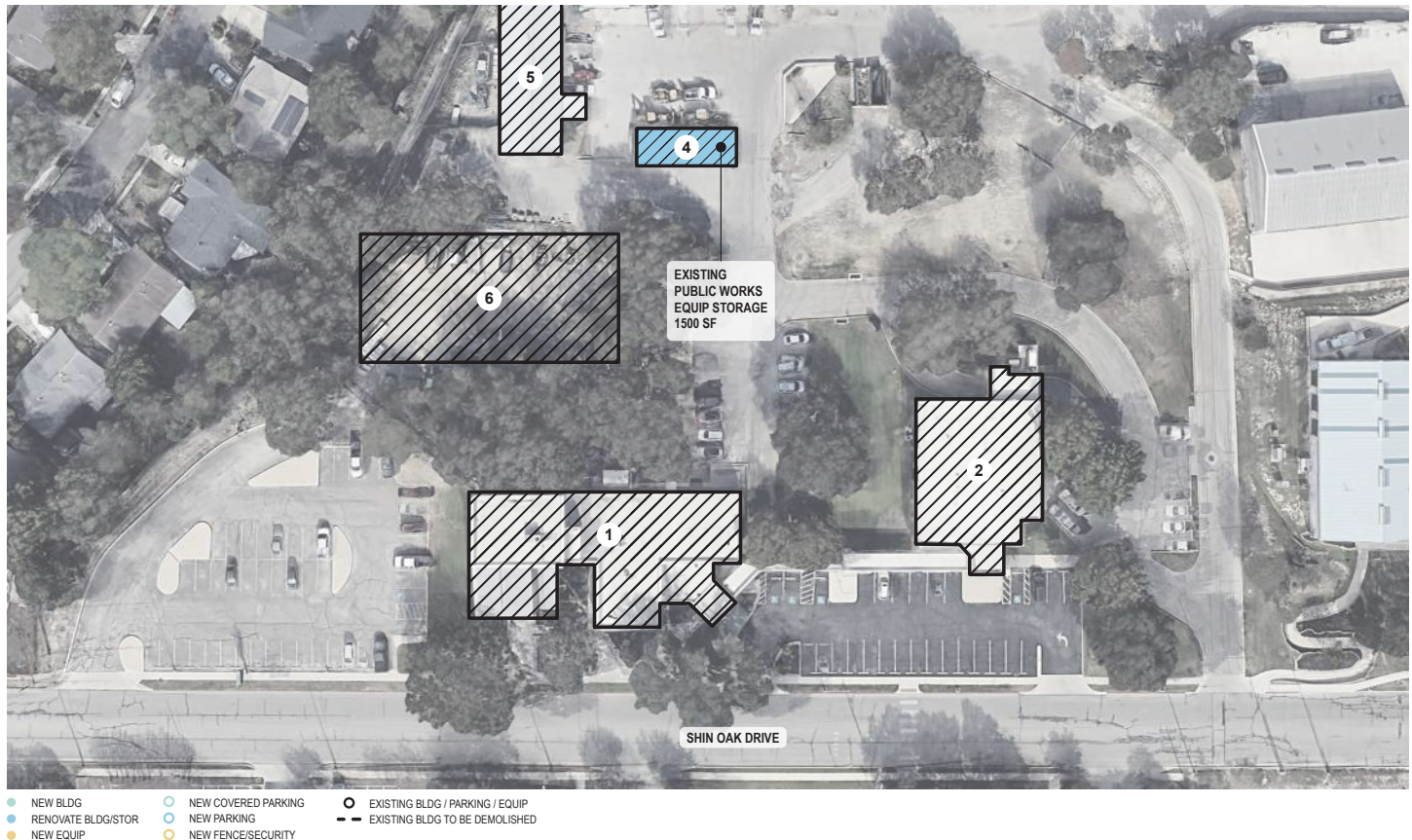
Summarized report prepared for
City Council meeting 3/25/2025

Building	Year Built	Repair Cost	Replacement Value	FCI
PW Equipment Storage	1980	\$8,100	\$106,500	7.6%

The facility is in fair condition, however we recommend painting the structure when budget permits. An additional recommendation is to build new equipment storage and include it within a new PW Maintenance Shop building.

- Option 1 - Consider painting structure
- Option 2 - Incorporate with PW Maintenance Shop

Public Works Equipment Storage Conceptual Design Study



Recommendations: Public Works Equipment Storage

Summarized report prepared for
City Council meeting 3/25/2025

Cost Analysis

Public Works Equipment Storage -

Option 1: Paint structure at a project cost of \$1,800

Option 2: New Construction (incorporate with the PW Maintenance Shop) 1500 SF at a project cost of \$975,000

Parking - \$0

Site Work - \$0

Landscaping - \$0

Security Fencing - \$0

Total: \$975,000

Based upon the results of our condition assessment, questionnaires, interviews and blocking sessions Huitt-Zollars has created this estimate. Prices are based on water, sewer, drainage and electrical power being available at the site and that any associated detention can be provided on site.

Recommendations: Public Works Equipment Storage

Summarized report prepared for
City Council meeting 3/25/2025

Space Program Overview

	Current	Proposed
Staffing		
Administration	N/A	N/A
Space: Building Area/Canopy		
Public Works Equipment Storage	1,500	1,500
Space: Outdoor Area		
Parking		N/A
Site Work		N/A
Landscaping		N/A
Security Fencing		N/A
Totals		
Building/Canopy/Outdoor		1,500
Site Circulation		7,700
Site Area		3,100

A detailed Space Program is available in the Appendix.

Recommendations: Public Works Maintenance Shop

Summarized report prepared for
City Council meeting 3/25/2025

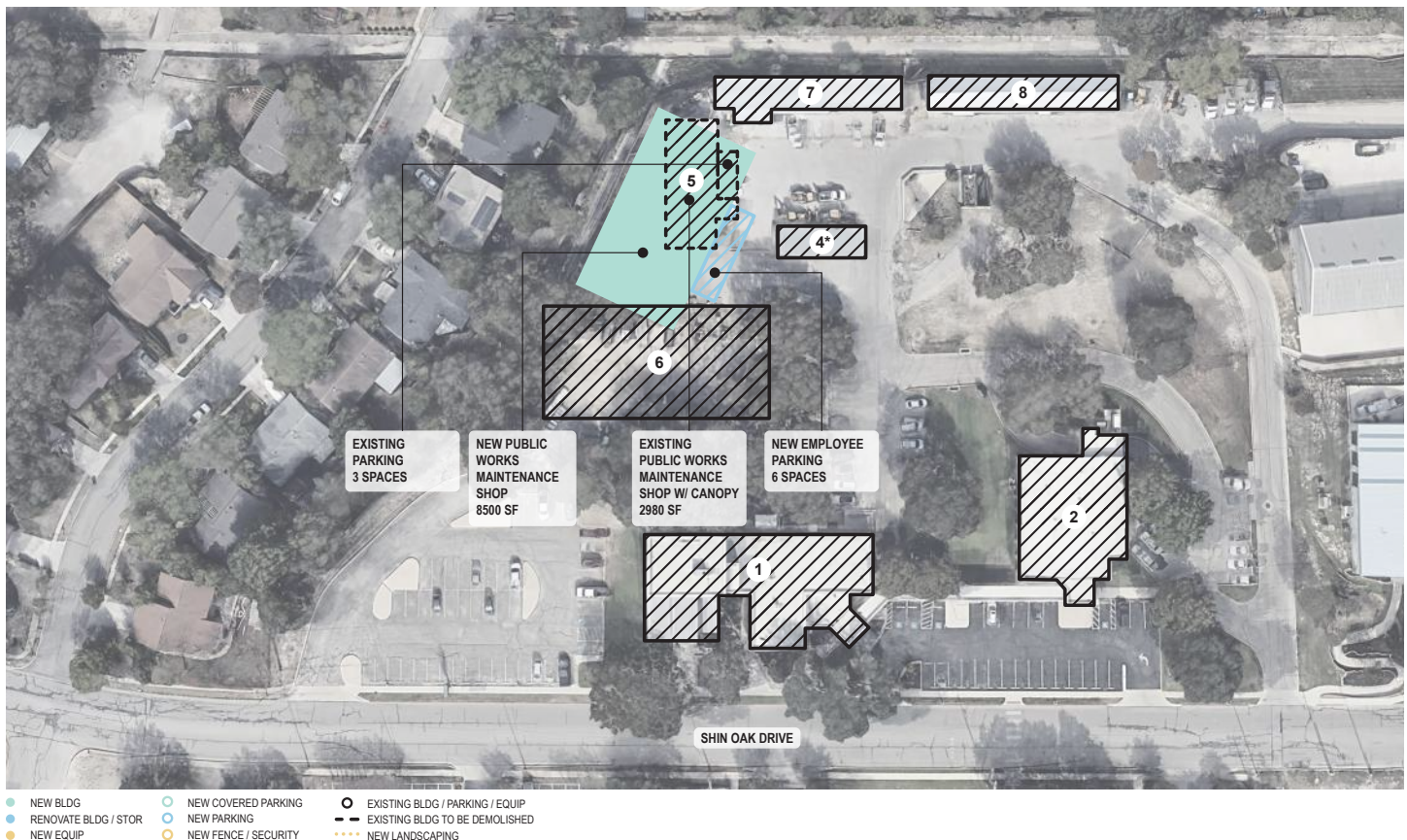
Building	Year Built	Repair Cost	Replacement Value	FCI
PW Maintenance Shop	1980	\$63,252	\$558,750	11.3%

The facility is in poor condition. After working with city staff, the following needs were identified: the current building is 1,480 SF, with a projected 20-year need of 8,500 SF, including an enlarged sign fabrication shop, streets and storm shop, and expanded indoor storage, compressor, IT, and electrical/mechanical rooms. The recommendation is to build a new 8,500 SF Public Works maintenance facility in the same area, with an estimated project cost of \$5.5 million.

- Enlarged sign fabrication shop
- Enlarged streets and storm shop
- Enlarged indoor storage spaces, compressor room, IT room, Elec/Mech room

*Option to incorporate PW Equipment Storage

Public Works Maintenance Shop Conceptual Design Study



Recommendations: Public Works Maintenance Shop

Cost Analysis

Public Works Maintenance Shop - New Construction of 8,500 SF at a project cost of \$5,525,000

Parking - 6 new spaces at a project cost of \$66,000

Site Work - 7,020 SF of site work at a project cost \$58,617

Landscaping - \$0

Security Fencing - \$0

Total: \$5,649,617

Summarized report prepared for
City Council meeting 3/25/2025

***Project cost means: construction cost + contractor general conditions overhead and profit + soft costs**

Based upon the results of our condition assessment, questionnaires, interviews and blocking sessions Huitt-Zollars has created this estimate. Prices are based on water, sewer, drainage and electrical power being available at the site and that any associated detention can be provided on site.

Recommendations: Public Works Maintenance Shop

Summarized report prepared for
City Council meeting 3/25/2025

Space Program Overview

	<i>Current</i>	<i>Proposed</i>
Staffing		
Administration	0	0
Space: Building Area/Canopy		
Public Works Maintenance Shop	1,480	8,500
Space: Outdoor Area		
Parking	600	1,260
Site Work		7,020
Landscaping		N/A
Security Fencing		N/A
Totals		
Building/Canopy/Outdoor		16,780
Site Circulation		6,800
Site Area		12,600

A detailed Space Program is available in the Appendix.

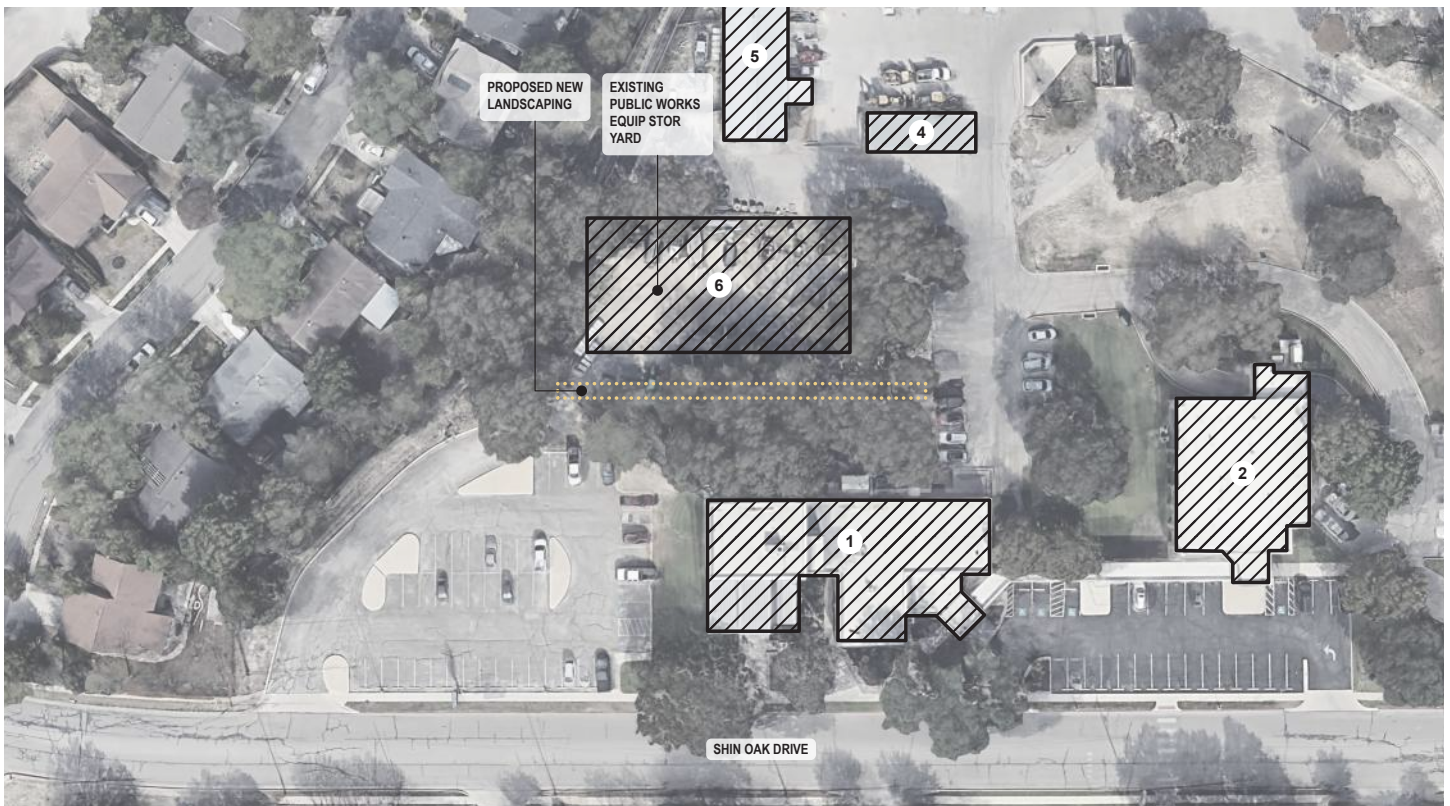
Recommendations: Public Works Equipment Storage Yard

The Public Works Equipment Storage Yard has no infrastructure, and the condition assessment results in a FCI. Therefore, although it is included in this report, no assessment is presented. This lot is considered a potential area for the new Public Works Maintenance Shop building.

Summarized report prepared for
City Council meeting 3/25/2025

*Add a future landscape screen to the south to hide storage yard from new Community building

Public Works Equipment Storage Yard Conceptual Design Study



- NEW BLDG
- RENOVATE BLDG / STOR
- NEW EQUIP
- NEW COVERED PARKING
- NEW PARKING
- NEW FENCE / SECURITY
- EXISTING BLDG / PARKING / EQUIP
- EXISTING BLDG TO BE DEMOLISHED
- NEW LANDSCAPING

Recommendations: Utilities Shop & Storage

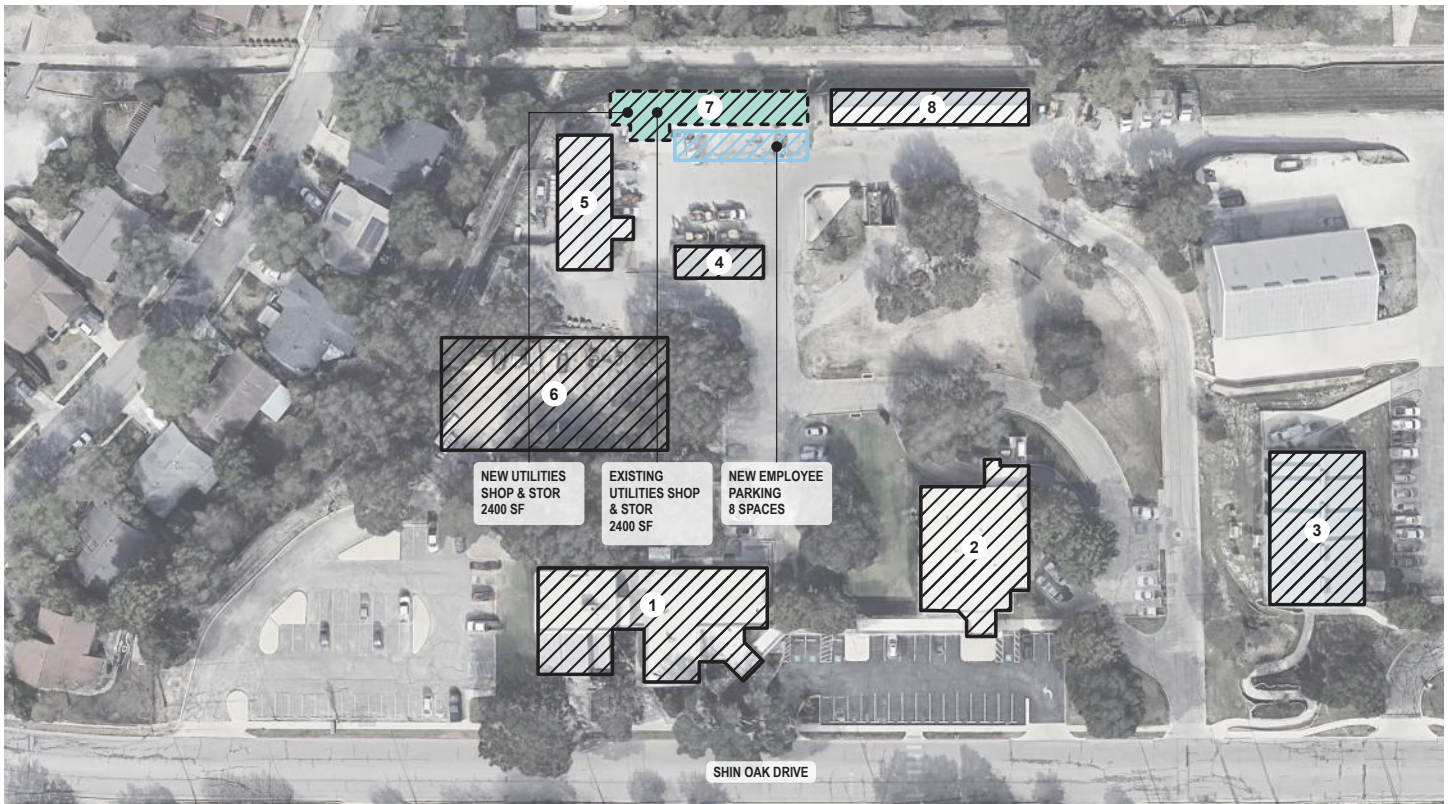
Summarized report prepared for
City Council meeting 3/25/2025

Building	Year Built	Repair Cost	Replacement Value	FCI
Utilities Shop & Storage	1980	\$29,700	\$374,400	7.9%

The facility is in fair condition. It currently serves its intended purpose for storage. The recommendation is to eventually replace the building based on available budget, with an estimated cost of \$500,000.

*Option to incorporate with new PW Maintenance Shop building

Utilities Shop & Storage Conceptual Design Study



- NEW BLDG
- NEW COVERED PARKING
- NEW FENCE / SECURITY
- RENOVATE BLDG / STOR
- NEW PARKING
- EXISTING BLDG / PARKING / EQUIP
- EXISTING BLDG TO BE DEMOLISHED
- NEW EQUIP
- NEW LANDSCAPING

Recommendations: Utilities Shop & Storage

Cost Analysis

Utilities Shop & Storage - New Construction of 2,400 SF at a project cost of \$1,560,000

Parking - 8 new spaces at a project cost of \$88,000

Site Work - 1,920 SF of site work at a project cost \$16,032

Landscaping - \$0

Security Fencing - \$0

Total: \$1,664,032

Summarized report prepared for
City Council meeting 3/25/2025

***Project cost means: construction cost + contractor general conditions overhead and profit + soft costs**

Based upon the results of our condition assessment, questionnaires, interviews and blocking sessions Huitt-Zollars has created this estimate. Prices are based on water, sewer, drainage and electrical power being available at the site and that any associated detention can be provided on site.

Recommendations: Utilities Shop & Storage

Summarized report prepared for
City Council meeting 3/25/2025

Space Program Overview

	Current	Proposed
Staffing		
Administration	6	8
Space: Building Area		
Utilities Shop & Storage	2,400	2,400
Space: Outdoor Area		
Parking		1,680
Site Work		1,920
Landscaping		N/A
Security Fencing		N/A
Totals		
Building/Canopy/Outdoor		4,080
Site Circulation		2,000
Site Area		6,000

A detailed Space Program is available in the Appendix.

Recommendations: Public Works & Police Storage

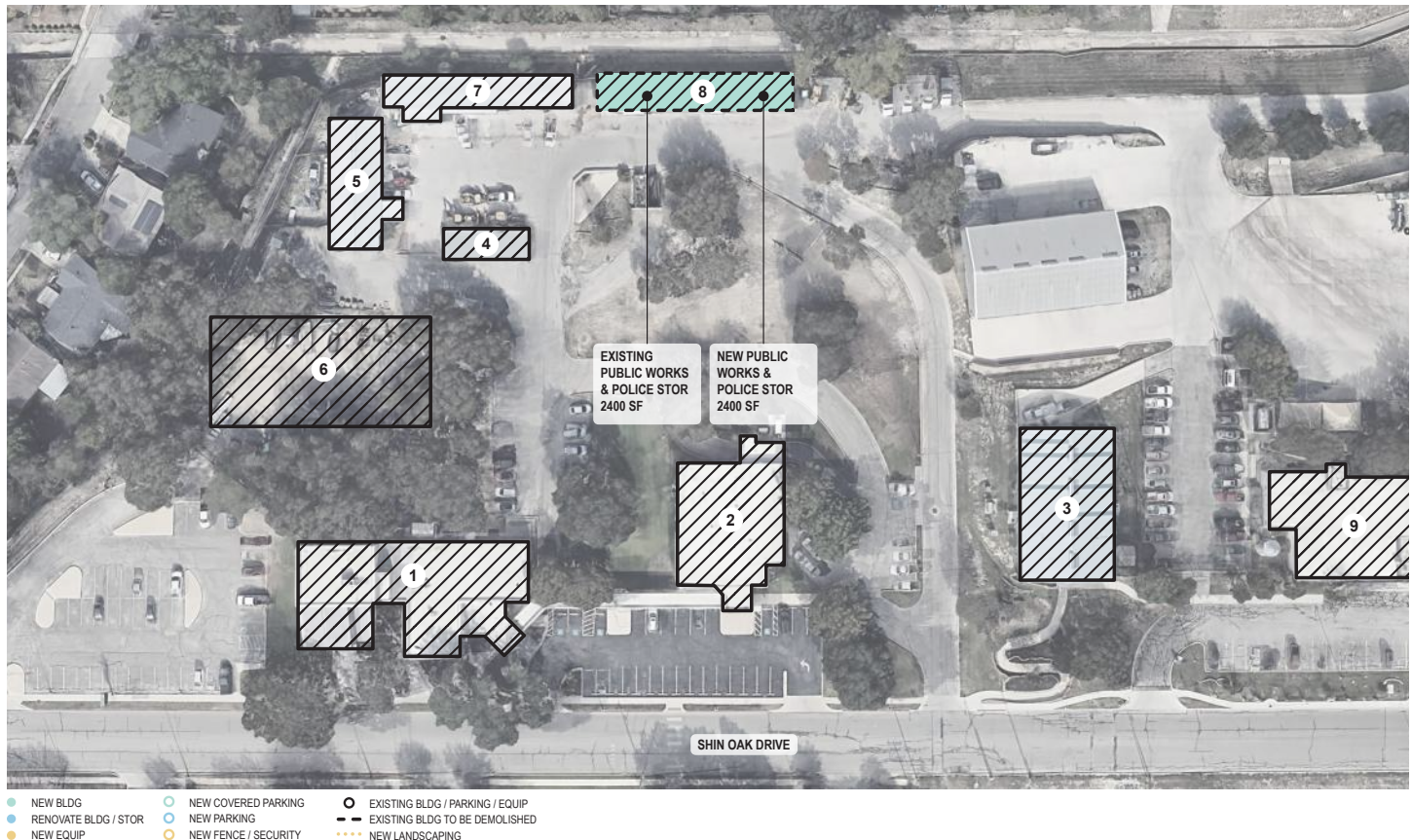
Summarized report prepared for
City Council meeting 3/25/2025

Building	Year Built	Repair Cost	Replacement Value	FCI
PW & Police Storage	1980	\$92,168	\$297,600	31.0%

The facility is in poor condition. It currently serves its intended purpose for storage. The recommendation is to eventually replace the building based on available budget, with an estimated cost of \$500,000.

- New building on existing location (not to include restroom in remodel process)

Public Works & Police Storage Conceptual Design Study



Recommendations: Public Works & Police Storage

Cost Analysis

Public Works & Police Storage - New Construction of 2,400 SF at a project cost of \$1,560,000

Parking - \$0

Site Work - \$0

Landscaping - \$0

Security Fencing - \$0

Total: \$1,560,000

Summarized report prepared for
City Council meeting 3/25/2025

***Project cost means: construction cost + contractor general conditions overhead and profit + soft costs**

Based upon the results of our condition assessment, questionnaires, interviews and blocking sessions Huitt-Zollars has created this estimate. Prices are based on water, sewer, drainage and electrical power being available at the site and that any associated detention can be provided on site.

Recommendations: Public Works & Police Storage

Summarized report prepared for
City Council meeting 3/25/2025

Space Program Overview

	Current	Proposed
Staffing		
Administration	0	0

Space: Building Area

Public Works & Police Storage	2,400	2,400
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Space: Outdoor Area

Parking		N/A
Site Work		N/A
Landscaping		N/A
Security Fencing		N/A

Totals

Building/Canopy/Outdoor		2,400
Site Circulation		3,700
Site Area		9,515

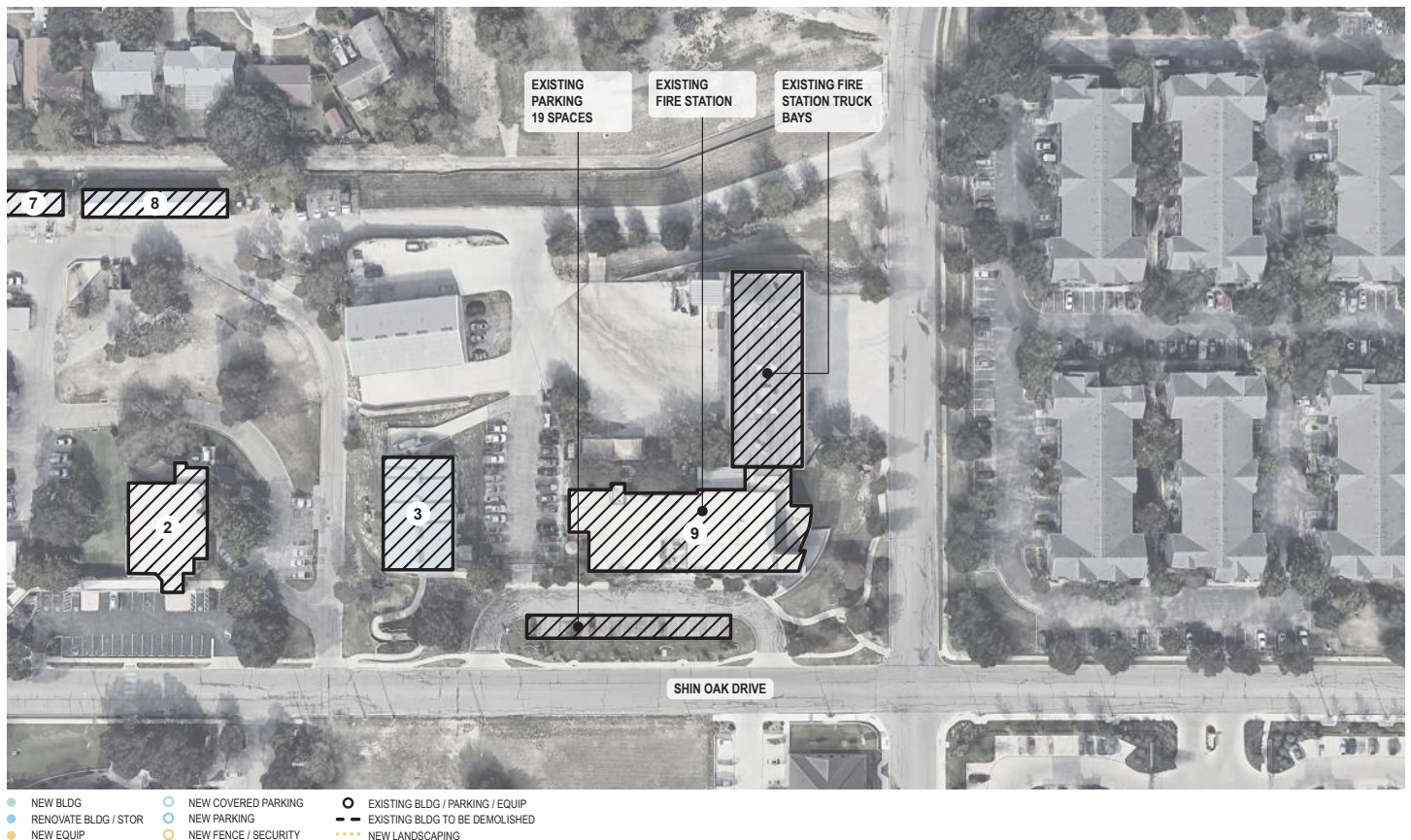
A detailed Space Program is available in the Appendix.

Recommendations: Fire Department

Additional cameras, improved security, and enhanced controlled access (both internal with FOBs/card readers and external with motorized gates) are needed throughout the municipal complex. The Fire Department requested a training facility on land adjacent to the Fire Station, but this is not recommended due to potential issues including smoke affecting nearby residences, increased fire truck traffic during training, and incompatibility of training fires with adjacent buildings.

Summary report prepared for
City Council meeting 3/25/2025

Fire Department Conceptual Design Study



Implementation

Huitt-Zollars proposes the following project schedules.

Summarized report prepared for
City Council meeting 3/25/2025

	Task Name	Duration
1	CITY OF LIVE OAK	430 days
2	▲CITY HALL AND ADMINISTRATION	430 days
3	Design	150 days
4	Bid	40 days
5	Build	240 days
6	▲COMMUNITY BUILDING	340 days
7	Design	120 days
8	Bid	40 days
9	Build	180 days
10	▲PUBLIC WORKS ADMINISTRATION	120 days
11	Maintenance schedule	120 days
12	▲ANIMAL CONTROL	220 days
13	Design	60 days
14	Bid	40 days
15	Build	120 days
16	▲PUBLIC WORKS EQUIPMENT STORAGE	120 days
17	OPTION 1 - Maintenance schedule	120 days
18	OPTION 2 - Incorporate with PW maintenance Shop (schedule below)	0 days
19	▲PUBLIC WORKS MAINTENANCE SHOP	400 days
20	Design	120 days
21	Bid	40 days
22	Build	240 days
23	▲EQUIPMENT STORAGE YARD	120 days
24	Design	20 days
25	Bid	40 days
26	Build	60 days
27	▲UTILITIES SHOP AND STORAGE	120 days
28	OPTION 1 - Maintenance schedule	120 days
29	OPTION 2 - Incorporate with PW maintenance Shop (schedule below)	0 days
30	▲PUBLIC WORKS AND POLICE STORAGE	400 days
31	Design	120 days
32	Bid	40 days
33	Build	240 days



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 7B

Prepared by: L. Kowalik, Finance Director

Reviewed by: Anas Garfaoui, City Manager

Department: Finance Department

Agenda Item Description:

Discussion and possible action regarding the Monthly Financial Report for the period ending January 31, 2025.

Staff Briefing:

The presented financial reports are cumulative from October 1, 2024 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 January 31, 2025. The financial reports are cumulative from October 1, 2024 through the ending period. This report is also unaudited and subject to slight changes.

Action:

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

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

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

Staff Recommended Motion:

Motion is to accept and approve the Monthly Financial Report for the period ending January 31, 2025.

MEMORANDUM

Date: March 25, 2025

To: Mayor and City Council

Via: Anas Garfaoui, City Manager

From: Leroy Kowalik, Finance Director

RE: Financial update through period ending January 31, 2025

Attached is a financial report for all funds that represents a snapshot of the financial status as of January 31, 2025. This report represents four months into the fiscal year; therefore, revenues and expenditures should be targeted around the 33.3% 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 2024 through ending period).

General Fund:

Overall revenues are at 47% 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 67% 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 37%. Sales tax remittance for October 2024 thru January of 2025 was higher (8.74%) than the same months in 2023-2024. Fines & forfeitures are at 29%. Permits and Licenses are at 47%. Franchise fees (30%) and Service Use fees (22%) 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 39% which is indicative of where the Federal Funds Rate is.

Overall expenditures are on target at 33% 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 \$68,341 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 January 31, 2025 is \$8,294,060. Total expenditures recorded through the same period are \$6,801,851. This activity results in a current

net gain of \$1,492,209. This current net gain brings the City's General Fund balance to \$15,866,119. 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 January 2025:

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, \$159,410 was recorded as interest income. \$2,880,109 was expended on project work. The fund balance as of this period is \$5,654,638.

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 \$5,109,155. As of this period, \$712,301 has been expended on project work.

The Utility Funds:

The Utility operating fund is slightly above target on revenue collections (35%) and above the target on expenditures (39%). Recorded revenues are below expenditures through January 2025 by \$168,062. 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 \$11,116. Operating transfers occur on a quarterly basis. The fund balance for the Utility R&R fund through this period is \$1,095,010. Again, the transfers into this fund are recorded on a quarterly basis.

The Stormwater Utility Fund revenues are right at the target at 32%. Expenditures are below at 24%. The cash and cash equivalents (working capital) for the Stormwater fund is currently \$302,720. 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 January 31, 2025

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Taxes - Ad Valorem	\$ 5,776,769	\$ -	\$ 5,776,769	\$ 3,846,568	67%
Taxes - Sales Tax, Mixed Beverage	8,718,627	-	8,718,627	3,224,666	37%
Franchise Fees	1,172,000	-	1,172,000	356,786	30%
Permits & Licenses	303,100	-	303,100	143,283	47%
Grants & Intergovernmental	255,000	-	255,000	195,000	76%
Service Use Fees	112,400	-	112,400	24,512	22%
Fines and Forfeitures	546,000	-	546,000	160,583	29%
Interest	490,000	-	490,000	190,533	39%
Miscellaneous	96,000	-	96,000	44,129	46%
Total Revenues:	<u>17,469,896</u>	<u>-</u>	<u>17,469,896</u>	<u>8,186,060</u>	<u>47%</u>
Expenditures by Department:					
City Council	49,650	-	49,650	14,092	28%
Council Contingency	200,000	-	200,000	10,806	5%
City Manager's Office	431,950	-	431,950	131,215	30%
City Secretary's Office	680,175	-	680,175	358,481	53%
Municipal Court	439,575	-	439,575	124,436	28%
Finance	834,300	-	834,300	273,299	33%
Emergency Management	19,835	-	19,835	10,073	51%
Police Department	5,687,630	-	5,687,630	2,023,233	36%
Communication Services	1,084,125	-	1,084,125	367,969	34%
Fire and EMS Services Department	3,745,071	-	3,745,071	1,350,227	36%
Public Works	1,651,750	-	1,651,750	419,820	25%
Streets Maintenance	1,084,450	-	1,084,450	252,596	23%
Animal Control	450,462	-	450,462	136,632	30%
Parks Maintenance	936,000	-	936,000	275,697	29%
Recreation	347,550	-	347,550	108,353	31%
Planning and Zoning	274,800	-	274,800	62,416	23%
Development Services	322,665	-	322,665	76,387	24%
Information Technology	495,400	-	495,400	261,487	53%
Total Expenditures	<u>18,735,388</u>	<u>-</u>	<u>18,735,388</u>	<u>6,257,219</u>	<u>33%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(1,265,492)	-	(1,265,492)	1,928,841	
Other Sources and (Uses):					
Interfund Transfers In	432,000	-	432,000	108,000	25%
Interfund Transfers Out	(2,159,029)	-	(2,159,029)	(544,632)	25%
Total Other Sources and Uses:	<u>(1,727,029)</u>	<u>-</u>	<u>(1,727,029)</u>	<u>(436,632)</u>	<u>25%</u>
Net Change in Fund Balance	(2,992,521)	-	(2,992,521)	1,492,209	
Beginning Fund Balance - October 1, 2024	<u>\$ 14,305,596</u>	<u>\$ 68,314</u>	<u>\$ 14,373,910</u>	<u>\$ 14,373,910</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 11,313,075</u>	<u>\$ 68,314</u>	<u>\$ 11,381,389</u>	<u>\$ 15,866,119</u>	
Approved Designated Fund Balance Appropriations					
Undesignated Fund Balance	<u>2,992,521</u>	<u>-</u>	<u>2,992,521</u>	<u>-</u>	
	<u>2,992,521</u>	<u>-</u>	<u>2,992,521</u>	<u>-</u>	

**City of Live Oak
Asset Replacement Fund**

For the Period Ending January 31, 2025

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Interest	\$ 90,000	\$ -	\$ 90,000	\$ 52,281	58%
Miscellaneous	-	-	-	-	0%
Total Revenues:	<u>90,000</u>	<u>-</u>	<u>90,000</u>	<u>52,281</u>	<u>58%</u>
Expenditures:					
Vehicles/Equipment	<u>1,004,500</u>	<u>-</u>	<u>1,004,500</u>	<u>251,863</u>	<u>25%</u>
Total Expenditures	<u>1,004,500</u>	<u>-</u>	<u>1,004,500</u>	<u>251,863</u>	<u>25%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(914,500)	-	(914,500)	(199,582)	
Other Sources and Uses:					
Interfund Transfers In	<u>1,479,707</u>	<u>-</u>	<u>1,479,707</u>	<u>369,927</u>	<u>25%</u>
Total Other Sources and Uses:	<u>1,479,707</u>	<u>-</u>	<u>1,479,707</u>	<u>369,927</u>	<u>25%</u>
Net Change in Fund Balance	565,207	-	565,207	170,345	
Beginning Fund Balance - October 1, 2024	<u>\$ 3,350,921</u>	<u>\$ (9,016)</u>	<u>\$ 3,341,905</u>	<u>\$ 3,341,905</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 3,916,128</u>	<u>\$ (9,016)</u>	<u>\$ 3,907,112</u>	<u>\$ 3,512,250</u>	

**City of Live Oak
Abatement Fund**

For the Period Ending January 31, 2025

	<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	\$ -	0%
Total Revenues:	<u>7,000</u>	<u>-</u>	<u>7,000</u>	<u>-</u>	<u>0%</u>
Expenditures:					
Public Works	16,000	-	16,000	6,800	43%
Total Expenditures	<u>16,000</u>	<u>-</u>	<u>16,000</u>	<u>6,800</u>	<u>43%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(9,000)	-	(9,000)	(6,800)	
Other Sources and Uses:					
Interfund Transfers In	-	-	-	-	0%
Total Other Sources and Uses:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Net Change in Fund Balance	(9,000)	-	(9,000)	(6,800)	
Beginning Fund Balance - October 1, 2024	<u>\$ 53,654</u>	<u>\$ 947</u>	<u>\$ 54,601</u>	<u>\$ 54,601</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 44,654</u>	<u>\$ -</u>	<u>\$ 45,601</u>	<u>\$ 47,801</u>	

**City of Live Oak
Debt Service Fund**

For the Period Ending January 31, 2025

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Taxes - Ad Valorem	\$ 1,472,876	\$ -	\$ 1,472,876	\$ 998,681	68%
Interest	60,000	-	60,000	10,360	17%
Total Revenues:	<u>1,532,876</u>	<u>-</u>	<u>1,532,876</u>	<u>1,009,041</u>	<u>66%</u>
Expenditures:					
Debt Service	<u>2,393,200</u>	<u>-</u>	<u>2,393,200</u>	<u>495,100</u>	<u>21%</u>
Total Expenditures	<u>2,393,200</u>	<u>-</u>	<u>2,393,200</u>	<u>495,100</u>	<u>21%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(860,324)	-	(860,324)	513,941	
Other Sources and Uses:					
Interfund Transfers In	<u>917,324</u>	<u>-</u>	<u>917,324</u>	<u>229,331</u>	<u>25%</u>
Total Other Sources and Uses:	<u>917,324</u>	<u>-</u>	<u>917,324</u>	<u>229,331</u>	<u>25%</u>
Net Change in Fund Balance	57,000	-	57,000	743,272	
Beginning Fund Balance - October 1, 2024	<u>\$ 603,042</u>	<u>\$ (2,375)</u>	<u>\$ 600,667</u>	<u>\$ 600,667</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 660,042</u>	<u>\$ (2,375)</u>	<u>\$ 657,667</u>	<u>\$ 1,343,939</u>	

**City of Live Oak
Forfeiture Fund**

For the Period Ending January 31, 2025

	<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	\$ 24,467	47%
Interest	8,000	-	8,000	4,236	53%
Total Revenues:	<u>60,000</u>	<u>-</u>	<u>60,000</u>	<u>28,703</u>	<u>48%</u>
Expenditures:					
Federal Forfeitures	160,200	-	160,200	\$ 47,739	30%
State Forfeitures	-	-	-	-	0%
Total Expenditures	<u>160,200</u>	<u>-</u>	<u>160,200</u>	<u>\$ 47,739</u>	<u>30%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(100,200)	-	(100,200)	\$ (19,036)	
Net Change in Fund Balance	(100,200)	-	(100,200)	\$ (19,036)	
Beginning Fund Balance - October 1, 2024	<u>\$ 375,380</u>	<u>\$ 25,361</u>	<u>\$ 400,741</u>	<u>\$ 400,741</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 275,180</u>	<u>\$ 25,361</u>	<u>\$ 300,541</u>	<u>\$ 381,705</u>	

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

For the Period Ending January 31, 2025

	<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:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Expenditures:					
Project Construction	-	-	-	-	0%
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Net Change in Fund Balance	-	-	-	-	
Beginning Fund Balance - October 1, 2024	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Ending Fund Balance - January 31, 2025	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**City of Live Oak
Child Safety Fund**

For the Period Ending January 31, 2025

	<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	\$ 4,383	27%
Interest	5,000	-	5,000	2,448	49%
Total Revenues:	<u>21,000</u>	<u>-</u>	<u>21,000</u>	<u>6,831</u>	<u>33%</u>
Expenditures:					
Police Department	3,500	-	3,500	588	17%
Fire & Inspections	2,500	-	2,500	-	0%
Public Works-General	44,735	-	44,735	-	0%
Total Expenditures	<u>50,735</u>	<u>-</u>	<u>50,735</u>	<u>588</u>	<u>1%</u>
 Net Change in Fund Balance	 (29,735)	 -	 (29,735)	 6,243	
 Beginning Fund Balance - October 1, 2024	 <u>\$ 168,990</u>	 <u>\$ 8,128</u>	 <u>\$ 177,118</u>	 <u>\$ 177,118</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 139,255</u>	<u>\$ 8,128</u>	<u>\$ 147,383</u>	<u>\$ 183,361</u>	

**City of Live Oak
Court Technology Fund**

For the Period Ending January 31, 2025

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Fines & Forfeitures	\$ 14,000	\$ -	\$ 14,000	\$ 3,653	26%
Interest	3,000	-	3,000	1,844	61%
Total Revenues:	<u>17,000</u>	<u>-</u>	<u>17,000</u>	<u>5,497</u>	<u>32%</u>
Expenditures:					
Municipal Court	<u>27,600</u>	<u>-</u>	<u>27,600</u>	<u>7,370</u>	<u>27%</u>
Total Expenditures	<u>27,600</u>	<u>-</u>	<u>27,600</u>	<u>7,370</u>	<u>27%</u>
Net Change in Fund Balance	(10,600)	-	(10,600)	(1,873)	
Beginning Fund Balance - October 1, 2024	<u>\$ 124,299</u>	<u>\$ 678</u>	<u>\$ 124,977</u>	<u>\$ 124,977</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 113,699</u>	<u>\$ 678</u>	<u>\$ 114,377</u>	<u>\$ 123,104</u>	

**City of Live Oak
Court Security Fund**

For the Period Ending January 31, 2025

	<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	\$ 4,314	33%
Interest	1,000	-	1,000	1,154	115%
Total Revenues:	<u>14,000</u>	<u>-</u>	<u>14,000</u>	<u>5,468</u>	<u>39%</u>
Expenditures:					
Municipal Court	<u>25,375</u>	<u>-</u>	<u>25,375</u>	<u>2,374</u>	<u>9%</u>
Total Expenditures	<u>25,375</u>	<u>-</u>	<u>25,375</u>	<u>2,374</u>	<u>9%</u>
Net Change in Fund Balance	(11,375)	-	(11,375)	3,094	
Beginning Fund Balance - October 1, 2024	<u>\$ 71,834</u>	<u>\$ 8,757</u>	<u>\$ 80,591</u>	<u>\$ 80,591</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 60,459</u>	<u>\$ 8,757</u>	<u>\$ 69,216</u>	<u>\$ 83,685</u>	

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

For the Period Ending January 31, 2025

	<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	\$ 140,115	23%
Interest	40,000	-	40,000	19,977	50%
Total Revenues:	<u>655,000</u>	<u>-</u>	<u>655,000</u>	<u>160,092</u>	<u>24%</u>
Expenditures:					
Administration Department	803,000	-	803,000	138,359	17%
Total Expenditures	<u>803,000</u>	<u>-</u>	<u>803,000</u>	<u>138,359</u>	<u>17%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(148,000)	-	(148,000)	21,733	
Other Sources and Uses:					
Interfund Transfers Out	(24,156)	-	(24,156)	(6,039)	25%
Total Other Sources and Uses:	<u>(24,156)</u>	<u>-</u>	<u>(24,156)</u>	<u>(6,039)</u>	<u>25%</u>
Net Change in Fund Balance	(172,156)	-	(172,156)	15,694	
Beginning Fund Balance - October 1, 2024	<u>\$ 1,335,498</u>	<u>\$ 187,393</u>	<u>\$ 1,522,891</u>	<u>\$ 1,522,891</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 1,163,342</u>	<u>\$ 187,393</u>	<u>\$ 1,350,735</u>	<u>\$ 1,538,585</u>	

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

For the Period Ending January 31, 2025

	<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	\$ 450	9%
Interest	3,000	-	3,000	634	21%
Total Revenues:	<u>8,000</u>	<u>-</u>	<u>8,000</u>	<u>1,084</u>	<u>14%</u>
Expenditures:					
Emergency Radio System	<u>25,170</u>	<u>-</u>	<u>25,170</u>	<u>747</u>	<u>3%</u>
Total Expenditures	<u>25,170</u>	<u>-</u>	<u>25,170</u>	<u>747</u>	<u>3%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(17,170)	-	(17,170)	337	
Other Sources and Uses:					
Interfund Transfers Out	<u>(10,000)</u>	<u>-</u>	<u>(10,000)</u>	<u>(2,500)</u>	<u>25%</u>
Total Other Sources and Uses:	<u>(10,000)</u>	<u>-</u>	<u>(10,000)</u>	<u>(2,500)</u>	<u>25%</u>
Net Change in Fund Balance	(27,170)	-	(27,170)	(2,163)	
Beginning Fund Balance - October 1, 2024	<u>\$ 85,945</u>	<u>\$ (462)</u>	<u>\$ 85,483</u>	<u>\$ 85,483</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 58,775</u>	<u>\$ (462)</u>	<u>\$ 58,313</u>	<u>\$ 83,320</u>	

**City of Live Oak
PEG Fund**

For the Period Ending January 31, 2025

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Franchise Fee	\$ 50,000	\$ -	\$ 50,000	\$ 12,810	26%
Total Revenues:	50,000	-	50,000	12,810	26%
Expenditures:					
Capital Outlay	65,000	-	65,000	-	0%
Total Expenditures	65,000	-	65,000	-	0%
Net Change in Fund Balance	(15,000)	-	(15,000)	12,810	
Beginning Fund Balance - October 1, 2024	<u>\$ 480,161</u>	<u>\$ (2,413)</u>	<u>\$ 477,748</u>	<u>\$ 477,748</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 465,161</u>	<u>\$ (2,413)</u>	<u>\$ 462,748</u>	<u>\$ 490,558</u>	

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

For the Period Ending January 31, 2025

	<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	\$ -	0%
Total Revenues:	<u>52,000</u>	<u>-</u>	<u>52,000</u>	<u>-</u>	<u>0%</u>
Expenditures:					
Capital Outlay	38,700	-	38,700	5,360	14%
Total Expenditures	<u>38,700</u>	<u>-</u>	<u>38,700</u>	<u>5,360</u>	<u>14%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	13,300	-	13,300	(5,360)	
Other Sources and Uses:					
Interfund Transfers In	6,500	-	6,500	6,500	100%
Total Other Sources and Uses:	<u>6,500</u>	<u>-</u>	<u>6,500</u>	<u>6,500</u>	<u>100%</u>
Net Change in Fund Balance	19,800	-	19,800	1,140	
Beginning Fund Balance - October 1, 2024	<u>\$ 96,925</u>	<u>\$ (111)</u>	<u>\$ 96,814</u>	<u>\$ 96,814</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 116,725</u>	<u>\$ (111)</u>	<u>\$ 116,614</u>	<u>\$ 97,954</u>	

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

For the Period Ending January 31, 2025

	<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	\$ 159,410	40%
Total Revenues:	400,000	-	400,000	159,410	40%
Expenditures:					
Professional Fees	75,000	-	75,000	550	1%
Construction Costs	7,880,063	820,274	8,700,337	2,879,559	33%
Total Expenditures	<u>7,955,063</u>	<u>820,274</u>	<u>8,775,337</u>	<u>2,880,109</u>	<u>33%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(7,555,063)	(820,274)	(8,375,337)	(2,720,699)	
Net Change in Fund Balance	(7,555,063)	(820,274)	(8,375,337)	(2,720,699)	
Beginning Fund Balance - October 1, 2024	<u>\$ 7,555,063</u>	<u>\$ 820,274</u>	<u>\$ 8,375,337</u>	<u>\$ 8,375,337</u>	
Ending Fund Balance - January 31, 2025	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,654,638</u>	

**City of Live Oak
Capital Projects Fund**

For the Period Ending January 31, 2025

	<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	\$ 82,306	110%
Total Revenues:	75,000	-	75,000	82,306	110%
Expenditures:					
Professional Fees	200,000	-	200,000	114,539	57%
Capital Outlay - Equipment	635,188	-	635,188	332,469	52%
Construction	5,178,926	-	5,178,926	265,293	5%
Total Expenditures	<u>6,014,114</u>	<u>-</u>	<u>6,014,114</u>	<u>712,301</u>	<u>12%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(5,939,114)	-	(5,939,114)	(629,995)	
Other Sources and Uses:					
Interfund Transfers In	1,816,700	-	1,816,700	454,175	25%
Total Other Sources and Uses:	<u>1,816,700</u>	<u>-</u>	<u>1,816,700</u>	<u>454,175</u>	<u>25%</u>
Net Change in Fund Balance	(4,122,414)	-	(4,122,414)	(175,820)	
Beginning Fund Balance - October 1, 2024	<u>\$ 4,743,418</u>	<u>\$ 541,557</u>	<u>\$ 5,284,975</u>	<u>\$ 5,284,975</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 621,004</u>	<u>\$ 541,557</u>	<u>\$ 1,162,561</u>	<u>\$ 5,109,155</u>	

**City of Live Oak
Utility Operations Fund**

For the Period Ending January 31, 2025

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Utility Revenue	\$ 6,790,405	\$ -	\$ 6,790,405	\$ 2,345,812	35%
Total Revenues:	<u>6,790,405</u>	<u>-</u>	<u>6,790,405</u>	<u>2,345,812</u>	<u>35%</u>
Expenditures:					
Administration Department	339,500	-	339,500	112,387	33%
Public Works General	<u>5,882,831</u>	<u>-</u>	<u>5,882,831</u>	<u>2,284,737</u>	<u>39%</u>
Total Expenditures	<u>6,222,331</u>	<u>-</u>	<u>6,222,331</u>	<u>2,397,124</u>	<u>39%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	568,074	-	568,074	(51,312)	
Other Sources and Uses:					
Interfund Transfers In	29,500		29,500	7,375	25%
Interfund Transfers Out	<u>(496,500)</u>	<u>-</u>	<u>(496,500)</u>	<u>(124,125)</u>	<u>25%</u>
Total Other Sources and Uses:	<u>(467,000)</u>	<u>-</u>	<u>(467,000)</u>	<u>(116,750)</u>	<u>25%</u>
Net Change in Fund Balance					
	101,074	-	101,074	(168,062)	
Beg. Net Working Cap - October 1, 2024					
	<u>\$ 165,572</u>	<u>\$ 13,606</u>	<u>\$ 179,178</u>	<u>\$ 179,178</u>	
End. Net Working Cap. - January 31, 2025					
	<u>\$ 266,646</u>	<u>\$ 13,606</u>	<u>\$ 280,252</u>	<u>\$ 11,116</u>	

**City of Live Oak
Utility Development and Renewals/Replacement Fund**

For the Period Ending January 31, 2025

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Interest	\$ 35,000	\$ -	\$ 35,000	\$ 18,325	52%
Miscellaneous	-	-	-	-	0%
Total Revenues:	<u>35,000</u>	<u>-</u>	<u>35,000</u>	<u>18,325</u>	<u>52%</u>
Expenditures:					
Public Works General	<u>570,000</u>	<u>-</u>	<u>570,000</u>	<u>179,891</u>	<u>32%</u>
Total Expenditures	<u>570,000</u>	<u>-</u>	<u>570,000</u>	<u>179,891</u>	<u>32%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(535,000)	-	(535,000)	(161,566)	
Other Sources and Uses:					
Interfund Transfers In	<u>310,000</u>	<u>-</u>	<u>310,000</u>	<u>77,500</u>	<u>25%</u>
Total Other Sources and Uses:	<u>310,000</u>	<u>-</u>	<u>310,000</u>	<u>77,500</u>	<u>25%</u>
Net Change in Fund Balance					
	(225,000)	-	(225,000)	(84,066)	
Beginning Fund Balance - October 1, 2024					
	<u>\$ 1,148,402</u>	<u>\$ 30,674</u>	<u>\$ 1,179,076</u>	<u>\$ 1,179,076</u>	
Ending Fund Balance - January 31, 2025					
	<u>\$ 923,402</u>	<u>\$ 30,674</u>	<u>\$ 954,076</u>	<u>\$ 1,095,010</u>	

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

For the Period Ending January 31, 2025

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Utility Revenue	\$ 676,000	\$ -	\$ 676,000	\$ 216,179	32%
Total Revenues:	<u>676,000</u>	<u>-</u>	<u>676,000</u>	<u>216,179</u>	<u>32%</u>
Expenditures:					
Operations	904,500	-	904,500	219,929	24%
Total Expenditures	<u>904,500</u>	<u>-</u>	<u>904,500</u>	<u>219,929</u>	<u>24%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	<u>(228,500)</u>	<u>-</u>	<u>(228,500)</u>	<u>(3,750)</u>	
Other Sources and Uses:					
Interfund Transfers Out	<u>(87,869)</u>	<u>-</u>	<u>(87,869)</u>	<u>(21,967)</u>	<u>25%</u>
Total Other Sources and Uses:	<u>(87,869)</u>	<u>-</u>	<u>(87,869)</u>	<u>(21,967)</u>	<u>25%</u>
Net Change in Fund Balance	(316,369)	-	(316,369)	(25,717)	
Beg. Net Working Cap - October 1, 2024	<u>\$ 345,923</u>	<u>\$ (17,486)</u>	<u>\$ 328,437</u>	<u>\$ 328,437</u>	
End. Net Working Cap. - January 31, 2025	<u>\$ 29,554</u>	<u>\$ (17,486)</u>	<u>\$ 12,068</u>	<u>\$ 302,720</u>	

**City of Live Oak
Economic Development Corporation**

For the Period Ending January 31, 2025

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Taxes - Other	\$ 2,724,209	\$ -	\$ 2,724,209	\$ 1,023,722	38%
Interest/Misc	185,000	-	185,000	98,659	53%
Total Revenues:	<u>2,909,209</u>	<u>-</u>	<u>2,909,209</u>	<u>1,122,381</u>	<u>39%</u>
Expenditures:					
Administration Department	1,034,470	-	1,034,470	122,496	12%
Utilities/Water Rights	600,000	-	600,000	-	0%
Land	155,000	-	155,000	-	0%
Unspecified Projects	100,000	-	100,000	-	0%
Total Expenditures	<u>1,889,470</u>	<u>-</u>	<u>1,889,470</u>	<u>122,496</u>	<u>6%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,019,739	-	1,019,739	999,885	
Other Sources and Uses:					
Interfund Transfers In	24,156	-	24,156	6,039	25%
Interfund Transfers Out	(2,163,333)	-	(2,163,333)	(540,833)	25%
Total Other Sources and Uses:	<u>(2,139,177)</u>	<u>-</u>	<u>(2,139,177)</u>	<u>(534,794)</u>	<u>25%</u>
Net Change in Fund Balance	(1,119,438)	-	(1,119,438)	465,091	
Beginning Fund Balance - October 1, 2024	<u>\$ 5,412,317</u>	<u>\$ (143,907)</u>	<u>\$ 5,268,410</u>	<u>\$ 5,268,410</u>	
Ending Fund Balance - January 31, 2025	<u>\$ 4,292,879</u>	<u>\$ (143,907)</u>	<u>\$ 4,148,972</u>	<u>\$ 5,733,501</u>	



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2025

Agenda item: 7C

Prepared by: L. Kowalik, Finance Director

Reviewed by: Anas Garfaoui, City Manager

Department: Finance Department

Agenda Item Description:

Discussion and possible action regarding disposal of fixed assets with an initial net worth of \$5,000 and over.

Staff Briefing:

While there is no specific statutory requirement that governs the process for disposing of the City’s personal property, it is good policy to bring before Council, a list of fixed assets that staff is recommending for disposal to ensure proper disposition of the fixed or other assets and to ensure they are disposed of without violating the Constitution to prevent the gratuitous application of public funds. It is also good policy to bring before Council any surplus item, whether a fixed asset or not, if the intent is to sale or convey to another governmental entity or not-for-profit entity.

The list below contains the items that rises to the level of a City fixed asset:

Asset ID#	Description	Year Acquired	Fund	Location
05825	Jacobsen HR9016 Mower – S/N-7053901676	2012	35	Parks
02206	Jacobsen HR9016 Mower – S/N-7052901921	2008	35	Parks

These items will be disposed of in the appropriate manner. This is an on-going program and more items may be coming before council as staff identifies such items as disposable. Other items, in addition to the items listed above, may be considered obsoleted, damaged or surplus that do not rise to the level of a fixed asset or not recorded as a City fixed asset may be requested for disposal.

CITY COUNCIL AGENDA ITEM FORM

Action:

- Ordinance Resolution
 Proclamation Special Presentation
 Finance Report Public Hearing
 Other

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

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

Staff Recommended Motion:

Staff's recommended motion is for the Council to approve the list of Fixed Assets that have been identified for disposal.



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: March 25, 2023

Agenda item: 7D

Prepared by: M. Fratus, Chief of Police

Reviewed by: A. Garfaoui, City Manager

Department: Police Department

Agenda Item Description:

Discussion and possible action regarding a Resolution to accept an Interlocal Agreement for Water Tower Microwave, Dispatch Router Upgrade, and other associated upgrades.

Staff Briefing:

The existing equipment supporting radio communication and data transport requires an upgrade to enhance infrastructure and replace outdated components. The city maintains an Interlocal Cooperation Agreement with LCRA for the provision, deployment, and maintenance of public safety communication equipment. LCRA has submitted a proposal outlining the necessary upgrades to improve system reliability and performance.

Action:

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

Cost: \$171,045	
Budgeted	\$423,000
Actual	\$171,045
Acct. Name	Capital Projects
Acct. Fund	46-560.500
Other Funding	N/A
Strategic Goal #	1,2,3

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

Staff Recommended Motion:

Motion to approve a Resolution and authorize the City Manager to enter into the Tower and Communications Upgrade Interlocal Agreement with LCRA and take any additional actions reasonable necessary to ensure such Agreement is executed.

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LIVE OAK, TEXAS AUTHORIZING THE CITY MANAGER OR THE CITY MANAGER'S DESIGNEE TO EXECUTE AN INTERLOCAL AGREEMENT WITH LOWER COLORADO RIVER AUTHORITY FOR THE INSTALLATION SERVICES AND EQUIPMENT COSTS FOR WATER TOWER MICROWAVE REPLACEMENT, DISPATCH ROUTER UPGRADES, AND MPLS TRANSPORT FOR ASTOUND DARK FIBER; AUTHORIZING ANY ADDITIONAL ACTIONS REASONABLY NECESSARY THEREWITH; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Live Oak believes it is in the best interests of the City for a tower and communications upgrade; and

WHEREAS, the City received a proposal from the Lower Colorado River Authority ("LCRA"); and

WHEREAS, the City Council hereby finds that it is in the best interest of the City to enter into an interlocal agreement with LCRA for the installation services and equipment costs for water tower microwave replacement, dispatch router upgrades, and MPLS transport for astound dark fiber; and

WHEREAS, the City Council finds that the City Manager or his designee may enter into the Tower and Communications Upgrade Interlocal Agreement with LCRA and take any additional actions reasonably necessary to ensure such Agreement is executed.

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 the Tower and Communications Upgrade Interlocal Agreement in the amount of \$171,045.00 with LCRA as set out in **Exhibit "A."**

Section 2. The City Manager, or his designee, is hereby authorized to execute the Tower and Communications Upgrade Interlocal Agreement with LCRA, 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 _____ day of _____, 2025.

CITY OF LIVE OAK, TEXAS

Mary M. Dennis, Mayor

ATTEST:

Isa Gaytan, City Secretary

(CITY SEAL)

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

Binding Construction / Installation Proposal

CUSTOMER:
City of Live Oak
8022 Shin Oak Dr.
Live Oak, Texas 78233

LCRA and City of Live Oak

This Binding Construction / Installation Proposal (this "Proposal") is issued under and subject to that certain Interlocal Cooperation Act Agreement for Mobile Radio Services and Equipment between the Parties listed above (the "Interlocal Agreement"). This Proposal is further subject to the Terms and Conditions attached hereto.

In the event of any conflict or inconsistency between the terms and provisions of this Proposal and the terms and provisions of the Interlocal Agreement, with respect to the Project identified below only, the terms and provisions of this Proposal shall control.

PROJECT: Water Tower Microwave, Dispatch Router Upgrade & MPLS Transport for Astound Fiber

DATE SUBMITTED: March 11, 2025

SERVICES:

LCRA proposes the communications improvements to replace and decommission the obsolete unlicensed microwave hop and remove the leased T1 circuit at the Live Oak Water Tower, as further described in Attachments A and B attached hereto.

SCHEDULE:

Begins: The work can begin any time after this Proposal is signed.

Completion: This Proposal will end on September 30, 2025, or when all services contemplated hereunder have been successfully completed, or this Proposal has been terminated.

PRICE and Payment Terms:

Total Non-Recurring Cost: \$171,045.00

Payment Terms for Non-Recurring Cost: 50% upon signature, 50% upon completion of the Services.

Billing Method: Invoice

Customer and the Lower Colorado River Authority agree that the work described above shall be performed in accordance with the terms and conditions in this Proposal.

City of Live Oak

Lower Colorado River Authority

By:

By:

Title:

Title:

Date:

Date:

BINDING CONSTRUCTION / INSTALLATION PROPOSAL TERMS AND CONDITIONS

This Proposal is subject to the following terms and conditions:

1. Agreement. This Proposal, including these terms and condition, and any other documents attached hereto (collectively, this "Proposal"), contains the entire agreement and understanding between LCRA and Customer with respect to the subject matter of this Proposal and supersedes any and all prior or contemporaneous oral and written agreements and understandings regarding the defined scope of services. Additional terms and conditions on Customer's forms (including those accompanying any purchase order, invoice or payment) are a material alteration of this Proposal and are rejected and null and void unless expressly agreed to by LCRA in writing. In the case of any conflicts between the terms of this Proposal and the terms of any applicable Customer form, the terms of this Proposal will control.

2. Services. LCRA will perform services for the Customer as detailed in the Scope of Services section of the Project Proposal ("Services"). Customer will review and respond as appropriate to all reports, studies, recommendations, requests and other submissions of LCRA so as not to delay the performance of the Services.

3. Notices. Correspondence, notices and invoices will be in writing and mailed or delivered to the other party as identified in the Customer and LCRA Contact sections of the Project Proposal, or at such other address as a party may from time to time designate in writing. All notices, correspondence or invoices will be effective upon receipt.

4. Changes Orders. Changes in the scope of the Services may only be made by written agreement of the Customer and LCRA. Verbal changes will not be given or accepted, except in cases of emergencies which pose a risk of personal injury or property damage, and such changes will be followed up with a written confirmation as soon as practicable.

5. Term; Termination. This Proposal will commence on the date of the last signature by the parties ("Effective Date") and will govern LCRA's performance of the Services. Either party may terminate this Proposal for its convenience at any time by providing written notice to the other party. In the event of such termination, Customer will pay LCRA for all Services performed up to the date of termination, plus (in the case of termination by Customer) any cancellation charges or other termination expenses as may be reasonably identified by LCRA.

6. Costs; Invoicing. As compensation for the Services, Customer will pay LCRA in accordance with one of the following, as identified in the Price section of the Project Proposal: (a) All (i) direct costs incurred by LCRA in performing the Services, including, (1) costs for materials and supplies, (2) labor costs, including salary and benefits, paid to LCRA employees, (3) travel, meal and lodging expenses reimbursed or paid on behalf of LCRA employees within established LCRA expense guidelines, and (4) any third party costs, plus (ii) indirect costs that LCRA normally applies to Services of this nature, including general and administrative costs and other internal expenses and contributions; or (b) A fixed price. Any changes to the scope of the Services may require an increase in the fixed price. Such change to the scope and the correlating fixed price will be agreed to in writing by

the parties. LCRA may invoice Customer for progress payments for the Services completed to date during the term of this Proposal. All payments by Customer under this Proposal will be due and payable within 30 days after receipt of invoice. If payment is not timely made, interest will accrue on the unpaid balance at the lesser of the maximum lawful rate, or one percent per month, from the due date until paid.

7. Warranty; Disclaimer

(a) During the term of this Proposal, and for a period of 30 days after completion of the Services, LCRA will correct or reperform any Services not conforming to the requirements of this Proposal. Upon completion of the Services, LCRA will assign to Customer all contractor, manufacturer and supplier warranties related to the Services, to the extent LCRA has the right to do so. After such assignment, LCRA will have no continuing obligations to Customer with respect to the good or service to which the warranty applies, and Customer will look solely to the applicable contractor, manufacturer or supplier for relief regarding any claims or remedies, whether based on a warranty or otherwise.

(b) Any law, code or standard referenced in this Proposal will refer to the version of such law, code or standard in effect as of the Effective Date.

(c) **THE WARRANTIES CONTAINED IN THIS SECTION 7 ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR GOOD AND WORKMANLIKE PERFORMANCE, AND LCRA'S OBLIGATION UNDER SECTION 7(A) IS CUSTOMER'S SOLE AND EXCLUSIVE REMEDY FOR ANY BREACH OR LIABILITY OF LCRA ARISING UNDER THIS PROPOSAL.**

8. Environmental Conditions. Prior to LCRA starting any Services on-site, Customer will provide documentation that identifies the presence and condition of any hazardous materials or environmental conditions existing in or about Customer's equipment or the site that LCRA may encounter while performing the Services, and will keep LCRA informed of changes in any such conditions. If LCRA encounters hazardous materials in Customer's equipment or on-site, LCRA is not obligated to perform any Services affected by the hazardous conditions. Customer will indemnify and hold LCRA, its affiliates and their respective directors and employees, harmless for any and all claims, damages, losses, and expenses arising out of or relating to any hazardous materials which are or were (i) present in or about Customer's equipment or the site prior to the commencement of LCRA's work, (ii) improperly handled or disposed of by Customer or Customer's employees, agents, contractors or subcontractors, or (iii) brought, generated, produced or released on-site by parties other than LCRA.

9. Schedule. Unless otherwise expressly stated in the Proposal documents, time is *not* of the essence and LCRA will not be liable to Customer for any damages arising out of LCRA's delay in providing the Services, including any failure to meet schedules contained in this Proposal.

10. Force Majeure. Neither party will be responsible or liable for any delay or failure in its performance under this Proposal

to the extent such delay or failure is caused by conditions or events of Force Majeure. The term "Force Majeure" means causes or events beyond the reasonable control of, and without the fault or negligence of the party claiming Force Majeure, including (to the extent satisfying the foregoing requirements) (i) acts of God or sudden actions of the elements such as floods, earthquakes, hurricanes, tornadoes, ice storms, or wildfires; (ii) terrorism; war; riots; blockades; insurrection; strike at a regional level; labor disruption at a regional level (even if such difficulties could be resolved by conceding to the demands of a labor group); (iii) any action by a governmental or regulatory entity, including ERCOT or the PUCT; and (iv) pandemic, including the current Coronavirus Disease 2019 outbreak.

11. LIMITATION OF LIABILITY. THE TOTAL LIABILITY OF LCRA ARISING OUT OF THIS PROPOSAL AND THE SERVICES WILL NOT EXCEED AN AMOUNT EQUAL TO THE FEES PAID TO LCRA UNDER THIS PROPOSAL, AND LCRA WILL NOT BE LIABLE FOR INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS. IN NO EVENT WILL ANY OFFICER, DIRECTOR, EMPLOYEE OR AFFILIATE (OR AFFILIATE'S OFFICER, DIRECTOR OR EMPLOYEE) OF LCRA BE LIABLE TO CUSTOMER UNDER THIS PROPOSAL, AND CUSTOMER'S SOLE RECOURSE UNDER THIS PROPOSAL WILL BE AGAINST LCRA AND NOT AGAINST SUCH OTHER PERSONS. THE LIMITATIONS ON LIABILITY AND REMEDIES IN THIS PARAGRAPH WILL APPLY REGARDLESS OF WHETHER THE LIABILITY OR CAUSE OF ACTION ARISES IN PROPOSAL, WARRANTY, INDEMNITY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. NOTHING IN THIS PROPOSAL WILL BE CONSTRUED TO WAIVE LCRA'S GOVERNMENTAL IMMUNITY.

12. Amendment. This Proposal may only be amended or modified through written agreement of the parties signed by an authorized representative of LCRA and by an authorized representative of the Customer.

13. Assignment. This Proposal will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party may assign this Proposal, in whole or part, without the prior written consent of the other party.

14. Non-Waiver. No failure or delay on the part of a party to exercise any right or remedy will operate as a waiver of such right or remedy, nor will any single or partial exercise of any right or remedy preclude any further or other exercise of any such right or remedy.

15. Partial Invalidity. If any section or part of this Proposal is declared invalid by any court of competent jurisdiction, the court's decree will not affect the remainder of this Proposal, and the remainder of this Proposal will remain in full force and effect with the deletion of the part declared invalid.

16. Choice of Law; Venue; Waiver of Jury Trial. This Proposal will be governed by and construed in accordance with the laws of the State of Texas, without regard to conflict of law principles. Each party irrevocably consents and agrees that any legal action or proceeding arising out of this Proposal will be brought exclusively in a court of competent jurisdiction in Travis County, Texas. LCRA AND CUSTOMER IRREVOCABLY WAIVE ALL RIGHT OF TRIAL BY JURY

IN ANY ACTION, PROCEEDING OR COUNTERCLAIM ARISING OUT OF OR IN CONNECTION WITH THIS PROPOSAL.

17. Ownership. Intellectual property and rights to intellectual property owned by any party on the Effective Date will remain the property of that party. All deliverables, including plans, drawings, designs, specifications, computer programs or applications photographs, studies, data, schedules, test readings, technical reports, and calculations developed or utilized by LCRA or its subcontractors which are developed and specified to be delivered under this Proposal and which are paid for by Customer are the property of Customer, but subject to LCRA's intellectual property rights. Customer recognizes that no deliverables will be suitable for reuse at any Customer facility or in connection with any project other than that for which the deliverable was prepared. LCRA DISCLAIMS LIABILITY FOR ANY REUSE OF THE DELIVERABLES ON ANY OTHER FACILITY OR PROJECT THAT IS DONE WITHOUT THE EXPLICIT, WRITTEN APPROVAL OF LCRA.

18. Confidentiality. "Confidential Information" means information marked or otherwise designated as "confidential" by a party. Confidential Information may only be used by the parties for purposes related to the performance of this Proposal, and each party agrees not to disclose Confidential Information of the other party to any other person (other than its affiliates, and the party's and affiliate's respective employees and directors, or to contractors who agree to be bound by the provisions of this Section), provided that either party may disclose Confidential Information if and to the extent such disclosure is required by law (including the Texas Public Information Act). In the event a party is requested under law to disclose Confidential Information, such party will to the extent possible notify the other party within three business days of such request.

19. Municipally Owned Utilities. If Customer is a municipally owned utility, the following additional terms will apply:

(a) This Proposal is entered into under the authority of Chapter 791 of the Texas Government Code; (b) Customer pledges the revenues of its electric utility system to pay its obligations under this Proposal. In addition, the amounts payable by Customer to LCRA under this Proposal are operation and maintenance expenses as contemplated by Section 1502.056 of the Texas Government Code and, as a result, are a first lien against the revenues of Customer to secure the Customer's payment obligations to LCRA hereunder. Customer agrees that it will not request Services for which funds have not been appropriated and are not available.

(c) Payments made under this Proposal (1) are based on cost recovery, (2) will fairly compensate LCRA for the Services, and (3) will be made from current revenues available to Customer.

20. Survival. Termination or expiration of this Proposal will not relieve, reduce, or impair any rights or obligations of a party which expressly or by implication survive termination or expiration of this Proposal. Without limiting the generality of the foregoing, the following sections will survive the termination or expiration of this Proposal: Costs; Invoicing, Warranty; Disclaimer, Environmental Conditions, Schedule, Limitation of Liability, Choice of Law; Venue; Waiver of Jury Trial, Ownership, Confidentiality, and Municipally Owned Utilities.

Attachment A

Installation Services and Equipment Costs for Water Tower Microwave Replacement – Dispatch Router Upgrades – MPLS Transport for Astound Dark fiber	Price
<ul style="list-style-type: none"> • Live Oak Water Tower <ul style="list-style-type: none"> • Remove obsolete unlicensed microwave hop from the City of Live Oak’s water tower (located adjacent to the intersection of McMorris Boulevard and IKEA-RBFCU Parkway in Live Oak, TX 78233) (the “Live Oak Water Tower”) to the LCRA Smithson Valley Radio Site (located at 555 Seay Lane, Bulverde, TX 78613), and install a licensed 11 GHz microwave hop from Live Oak Water Tower to LCRA’s Parkway Substation (located at 4519 King Street Schertz, TX 78154). • Terminate leased T1 backup circuit connecting the P25 Radio Site at Live Oak Water Tower to LCRA’s radio system core in Austin, TX. Backup communications will be provided by existing microwave from Live Oak Water Tower to Live Oak Dispatch (located at located at 8022 Shin Oak Dr, Live Oak, TX 78233) (“Live Oak Dispatch”) for connection to a new MPLS router referenced below. • Live Oak Dispatch 	<p>\$143,820.00</p>
<ul style="list-style-type: none"> • Replace existing obsolete dispatch console router located at Live Oak Dispatch and add redundant console router. 	<p>\$10,650.00</p>
<ul style="list-style-type: none"> • Remove leased T1 circuit located at “Live Oak Dispatch”. Replace existing leased T1 backup circuit located at “Live Oak Dispatch” with MPLS via leased Astound dark fiber from “Live Oak Dispatch” to H5 Data Center (located at 100 Taylor St, San Antonio, TX 78205). • Add MPLS transport router at Live Oak Dispatch. This router costs \$33,150.00 and will be paid in equal shares of \$16,575 by the City of Live Oak and the City of Universal City. The \$16,575 noted herein is the City of Live Oak’s share of the cost of the MPLS transport router. <p>Subject to Section 4 (Change Orders) of the Terms and Conditions attached hereto, any work or equipment not explicitly set forth in this Proposal shall be outside the scope of the Project, and any additional work or equipment needed to complete the Project, other than the Services explicitly described in this Proposal, shall require a change order or amendment to this Proposal.</p>	<p>\$16,575.00</p>

NOTES:

- Structural review will be required and is included in this Proposal at the Live Oak Water Tower; however, no remediation costs are included in the Services or this Proposal.
- For the installation of the licensed 11 GHz microwave hop that forms part of the Live Oak Water Tower portion of this Proposal, LCRA will fund a 90' pole at the LCRA Parkway Substation for the other side of the microwave hop.
- LCRA will fund the unlicensed microwave upgrade between the Live Oak Water Tower and Live Oak Dispatch.
- 1 console router at Live Oak Dispatch will be funded by LCRA under LCRA's Radio System Core Upgrade Project.
- LCRA, at its own expense, shall provide MPLS via leased dark fiber between Live Oak PD and H5 Data Center.
- LCRA, at its own expense, shall provide a fiber cross-connect in the H5 Data Center.
- The MPLS/dark fiber lease and fiber cross-connect items listed above are recurring charges that LCRA is currently agreeing to cover at its own expense. LCRA reserves the right, in its sole discretion, to determine that it will no longer cover the costs of such services. In the event that occurs, LCRA will work with Customer in good faith to determine how the costs for such services shall be covered.

Total:

\$171,045.00