

AGENDA
REGULAR MEETING OF THE CITY COUNCIL
CITY OF LIVE OAK
WILL BE HELD AT THE LIVE OAK COUNCIL CHAMBERS
8001 SHIN OAK DRIVE
TUESDAY, JANUARY 28, 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 City of Live Oak Code of Ordinances

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

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

5. CONSENT AGENDA

- A. Consider approval of meeting minutes
 - January 14, 2025
- B. Consider approval of the 2024 fourth quarter Code Enforcement report – Mr. Solis
- C. Consider approving the cancellation of the February 11, 2025, June 24, 2025, and July 08, 2025, City Council Meetings – Mr. Garfaoui
- D. Consider approval of the end-of-year Economic Development Corporation report for 2024 – Mrs. Lowder

6. SPECIAL PRESENTATION

- A. Presentation of Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) – Mr. Kowalik

7. NEW BUSINESS

- A. Discuss and consider action on an Ordinance by the City Council of the City of Live Oak, Texas, calling for a general election held jointly with various entities to be held on May 3, 2025, for the purpose of electing three (3) City Council Members Place 1, Place 3, and Place 5, making provision for the conduct of a general election, resolving other matters incident and related to such election – Mr. Garfaoui
- B. Discuss and consider action regarding the Annual Comprehensive Financial Report – Mr. Kowalik

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

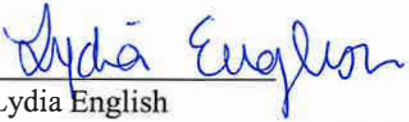
- Ribbon Cuttings, upcoming City Events, Special meetings and workshops, conferences and special acknowledgments

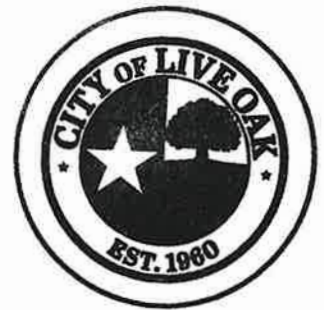
B. Staff

- 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 January 22, 2025, by 5:00 p.m.


Lydia English
Executive Assistant to the City Manager



This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretative services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office, for concerns or requests, at (210) 653-9140, Ext. 2213.

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

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

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

MINUTES OF REGULAR MEETING OF THE CITY COUNCIL
CITY OF LIVE OAK
8001 SHIN OAK DRIVE
TUESDAY, JANUARY 14, 2025, AT 7:00 P.M.

1. CALL TO ORDER

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

2. INVOCATION/PLEDGE OF ALLEGIANCE

Pastor Lestor L. Cooper gave an invocation over the year.

Mayor Dennis welcomed Councilmember Dahl's parents to the meeting.

3. ROLL CALL

Councilmember Mendell Morgan, present

Mayor Pro-Tem Bob Tullgren, present

Councilmember Dr. Erin Perez, present

Councilmember Ed Cimics, present

Councilmember Aaron Dahl, present

Mayor Mary M. Dennis, present

Anas Garfaoui, City Manager

Ron Ruthven, Assistant City Manager

Chief Michael Fratus, Police Chief

Chief Linc Surber, Fire Chief

Mark Wagster, Director of Public Works

Donna Lowder, Manager of Marketing and Economic Development Corporation

Leroy Kowalik, Director of Finance and Administration

Lydia English, Executive Assistant to the City Manager

Clarissa Rodriguez, City Attorney

4. CITIZENS TO BE HEARD

No citizens to be heard.

5. CONSENT AGENDA

A. Approval of Minutes

- December 10, 2024 - Regular City Council Meeting
- December 30, 2024 - Special City Council Meeting

Motion was made by Councilmember Dahl and seconded by Mayor Pro-Tem Tullgren to approve the Consent Agenda.

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

6. SPECIAL CONSIDERATION

A. Presentation for Employee of the Quarter, October 1, 2024, through December 31, 2024 - Public Works

Public Works Department employee Don Kilianski was recognized as the Employee of the Quarter by Director of Public Works Mark Wagster for the period of October 1, 2024, through December 31, 2024.

7. NEW BUSINESS

A. Discussion and possible action on a Resolution authorizing the City Manager to enter into a Memorandum of Understanding for a joint election agreement with the Bexar County Elections Department for their services during early voting and election day for the May 3, 2025, general election. — Mr. Garfaoui

City Manager Anas Garfaoui presented this item.

Motion was made by Mayor Pro-Tem Tullgren and seconded by Councilmember Perez to approve the Resolution authorizing the City Manager to enter into a Memorandum of Understanding for a joint election agreement with the Bexar County Elections Department for their services during early voting and election day for the May 3, 2025, general election.

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

B. Discussion and possible action on an Ordinance Amending Code of Ordinances, Chapter 5, Article IX, Sec. 5-183 - Dangerous Structure Determination Board — Mr. Ruthven

Assistant City Manager Ron Ruthven presented this item.

Motion was made by Councilmember Dahl and seconded by Councilmember Cimics to approve the Ordinance of the City Council of the City of Live Oak, Texas, amending Section 5-183, Chapter 5, Article IX- Dangerous Buildings and Distressed Properties City of Live Oak Code of Ordinances related to the board structure; providing an effective date; repealer clause; and providing for severability.

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

8. EXECUTIVE SESSION

A. The City Council shall meet in executive session under Texas Government Code Section 551.074, Personnel Matters, to discuss the following:

- i. Annual evaluation of the City Manager as required in the employment agreement.

The City Council convened in executive session at 7:12 p.m.

The City Council reconvened in open session at 7:49 p.m.

9. CITY COUNCIL REPORT

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

No reports from the City Council.

10. GENERAL ANNOUNCEMENTS FOR CITY COUNCIL AND STAFF

A. City Council

Councilmember Morgan wished everyone a Happy New Year.

Mayor Pro-Tem Tullgren advised all to take care of people, pets, plants, and pipes during the upcoming colder days.

Councilmember Perez wished everyone a Happy New Year. Councilmember Perez was able to attend San Antonio Nurses Consortium Best 25 Nurses of South-Central Texas and represent Live Oak. Councilmember Perez thanked all nurses for their service.

Councilmember Cimics echoed the other Councilmembers' sentiments for a Happy New Year.

B. Staff

Manager of Marketing and Economic Development Corporation Donna Lowder invited the Council to join Kiwanis Club at an upcoming event. She also announced there will be a new date announced soon for Jordan Ford's opening of the service center.

Mayor Mary Dennis invited those in attendance to Monday's MLK March.

11. ADJOURNMENT

Motion was made by Councilmember Cimics and seconded by Councilmember Perez to adjourn the meeting at 7:50 p.m.

APPROVED:

ATTEST:

Mary M. Dennis, Mayor

Lydia English, Executive Assistant to the
City Manager



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: January 28, 2025

Agenda item: 5B

Prepared by: S. Solis, Code Enforcement Supervisor

Reviewed by: R. Ruthven, ACM

Department: Code Enforcement

Agenda Item Description:

City Council to consider approval of the 2024 fourth quarter Code Enforcement report.

Staff Briefing:

Attached is the fourth quarter 2024 Code Enforcement report for the period of October to December.

Action:

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

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

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

Staff Recommended Motion:

The item is under the consent agenda.



Code Enforcement Q4 Report

Violation Category	October	November	December	Total - Violations
Accessory Structures		1	1	2
Accumulation of rubbish or garbage	27	20	22	69
Barbeque Grills	6	1	1	8
City Ordinance 24-81 Prohibited Signs	33	30	75	138
Disposal of garbage	1	2	1	4
Disposal of rubbish		1	1	2
Exterior Structure (General)	1	1	2	4
Low Hanging Limbs	1	1		2
Motor vehicles	14	7	3	24
Parking of Vehicles Boats and Trailers	6	6	5	17
Parking on Grass	13	7	9	29
Portable Basketball	1	2	3	6
Refrigerators			1	1
Sanitation	2	2	1	5
Sidewalks and Driveways	3			3
Sign Violations	16	3	44	63
Stop Work Order	4	8	5	17
Weeds, Grass and Limbs	54	34	17	105
Grand Total	182	126	191	499



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: January 28, 2025

Agenda item: 5C

Prepared by: A. Garfaoui, City Manager

Reviewed by: L. English, Executive Assistant to the City Manager

Department: Administration

Agenda Item Description:

City Council to consider approving the cancellation of the February 11, 2025, June 24, 2025, and July 08, 2025, City Council Meetings.

Staff Briefing:

This request is in line with what the City Council has approved in previous years. Staff are once again making the recommendation and request to cancel the February 11, 2025, June 24, 2025, and July 08, 2025, City Council meetings.

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:

This item is under the consent agenda.



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: January 28, 2025

Agenda item: 5D

Prepared by: D. Lowder, EDC & Marketing

Reviewed by: A. Garfaoui, City Manager

Department: Economic Development Corporation

Agenda Item Description:

City Council to consider approval of the end-of-year Economic Development Corporation report for 2024.

Staff Briefing:

Through your support, staff have worked tirelessly to accomplish several major projects within the city, including the city monuments at RBFCU, Pat Booker, and Judson Road. This 2024 year-end report and presentation will provide a detailed breakdown of projects by type, highlighting achievements, celebrations, and the future for the Live Oak Economic Development Corporation.

As we enter 2025, we look forward to sustaining our outstanding efforts for the city of Live Oak. Staff remains committed to representing the premier community to live, learn, work, and play.

Action:

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

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

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

Staff Recommended Motion:

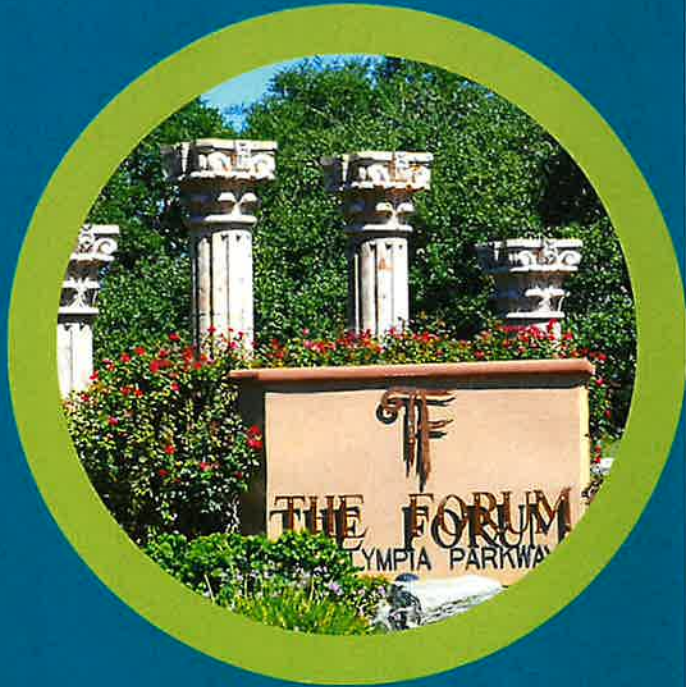
This item is under the consent agenda.

Live Oak TX



YEAR-END REPORT 2024

The premier community to live, learn, work, and play!



PREPARED BY

Donna Lowder, EDC & Marketing Manager

210.653.9140, ext. 2219
8001 Shin Oak Drive
Live Oak, Texas 78233

Economic Development

In 2024, Live Oak enjoyed a year of economic accomplishments, including significant business relocations and expansions, notably Dick's House of Sport in the Live Oak Town Center and Methodist Hospital Northeast's addition of the Medical office building at Plaza I inside Live Oak's growing medical hub. The construction of Plaza II will soon be on the horizon and built next to the Plaza I building. Alterman Inc. will add two additional buildings on their campus in the near future as well.

The city's prosperity, however, stems from more than just a conducive business environment. It's largely attributed to Live Oak's deliberate focus on public safety, community development, park system enhancements, business relationships, growth, retention, and fostering a workforce.

To maintain economic momentum, Live Oak must continue prioritizing these essential initiatives, ensuring a safer, more resilient, and thriving community in 2025 and in future years.

We are thrilled to begin 2025 with new projects that will boost our local economy and tourism opportunities. I personally am filled with gratitude for your continued support and enthusiasm throughout 2024.



Donna Lowder
EDC & Marketing Manager



BUSINESS OPPORTUNITIES, BENEFITS AND GROWTH

**EDC
SPONSORSHIPS &
MARKETING
2024**



TEXAS TRI-COUNTY CHAMBER OF COMMERCE

- GOLF TOURNAMENT - \$5,000
- JANUARY MONTHLY LUNCHEON- \$500.00
- ELECTED OFFICIALS GALA - \$1,000

RANDOLPH METROCOM ROTARY CLUB

- ANNUAL GOLF TOURNAMENT \$5,000

LIVE OAK SUMMER OPEN DISC GOLF TOURNAMENT

- TOURNAMENT SPONSOR \$7,500

2024 FIESTA MEDALS

- 500 @ \$1,812.50

DAGUM FIRE CONFERENCE

- 1- HILTON CITY USAGE - \$5,000

JUDSON EDUCATION FOUNDATION - \$1,000

KIWANIS CLUB

- PANCAKE BREAKFAST SPONSORSHIP \$240.00

BIG BROTHER BIG SISTER

- \$10,000

WESTERN HERITAGE WEEKEND & SA RODEO

- \$50,000

**LOCAL HOMETOWN WINNER & HOMETOWN NEWS
TRAVELS- \$400**

JBSA- RANDOLPH GREAT TEXAS AIRSHOW - \$5,000





2024 VIP'S

- Circle 786 - Dumpster Enclosure (\$5,000)
- Toepperwein Office Park - Parking Lot (\$5,000)
- Jordan Ford - Dumpster Enclosure (\$5,000)

2025
Focus...
Dumpster Enclosures

3 REQUEST



BUSINESSES CELEBRATED

25
TOTAL
IN 2024

- ALAMO CITY SURGEONS
- CARDIOLOGY CLINIC OF SA
- THE BREAK ROOM
- GREAT HEARTS HIGH SCHOOL
- VIRTUOSA GYN
- UMIYA SUSHI SEAFOOD GRILL
- VISTA SALON SUITES
- SUKUMVIT 77
- TEXAS PICKLE HALL GROUNDBREAKING
- DICK'S HOUSE OF SPORT GROUNDBREAKING
- K-POT GROUNDBREAKING
- ALTERMAN INC.
- BELLISSIMA LASER HAIR REMOVAL
- MR. C'S FRIED CHICKEN & WAFFLES
- HOKA HOKA FUKU JAPANESE KITCHEN
- BBQ KOREAN CHICKEN
- SPORTS MEDICINE ASSOC. OF SAN ANTONIO
- HILLSIDE PRIMARY CARE
- INTERCHANGE AT LIVE OAK GROUNDBREAKING
- A&J SANTANA HAIR STUDIO
- COMFORT HOME CARE SOLUTIONS
- ENVYUS BEAUTY
- LIFTED TRUCKS
- LIVE OAK DENTAL WELLNESS
- NELLY'S HAIR DESIGN





\$300K

**Water Rights
Allocated**

\$150K

**Business
Improvement
Grant**

25

**New
Businesses**

2,333

**new
workforce**

**2024
Totals**

**\$100K
VIP**

The EDC team will continue to work in backfilling commercial opportunities within the Live Oak Town Center and Gateway Shopping Center.

14th Annual Business Appreciation Luncheon! Luau Celebration

The annual Business appreciation luncheon continues to grow in attendance with each year. Next year is a significant year as we celebrate 15 years of acknowledging our businesses in this fashion. This year, we accommodated over 200 guests, vendors, and staff members as we honored the year's sponsors, volunteers, and anniversaries for 2024.



Pillar Awards Winners:

Corporate Partner - Marco's Pizza

Business Partner - Raising Canes

Community Partner - Black Rifle Coffee

Key to the City - Live Oak Baptist 50 years

62 Businesses received Sponsorship Awards

28 Businesses received Anniversary Awards





2024/2025 FY PROJECT UPDATE



RBFCU/CITY ENTRY MONUMENT \$200K UNDER CONSTRUCTION WITH A 60 DAY TURN-AROUND (ESTIMATED COMPLETION MARCH 2025)

PARK DRIVEWAY & PARKING LOT REHAB \$150K (TOTAL \$300K) UNDER CONSTRUCTION FROM NOVEMBER 12TH THROUGH FEBRUARY 28TH

SHIN OAK PARK TRAIL EXTENSION TO VILLAGE OAK \$200K IS COMPLETE

INTERCHANGE AT LIVE OAK LIGHT INDUSTRIAL PARK \$175K FOR A WATERLINE EXTENSION ALONG TOEPPERWEIN ROAD (NEAR COMPLETION)

MODERNIZATION OF EXISTING CITY MONUMENTS \$60K - PENDING UNTIL RBFCU AND PAT BOOKER MONUMENTS ARE COMPLETED

TOEPPERWEIN RD MEDIAN, ROW BEAUTIFICATION \$37,500 - CONSTRUCTION AND LANDSCAPING COMPLETED IN OCTOBER 2024

PAT BOOKER TRIANGLE MONUMENT \$200K - CONTRACT AWARDED TO ABELAR INC NOVEMBER 12TH. CONSTRUCTION TO BEGIN ONCE RBFCU IS NEAR COMPLETION





TEDC 2024 CONFERENCE

STAFF ATTENDED THE TEDC ANNUAL CONFERENCE IN ADDISON, TEXAS ON OCTOBER 23-25.

SESSIONS INCLUDED DISCUSSION ON THE 89TH TEXAS LEGISLATIVE SESSION, AI IMPACT ON CORPORATE REAL ESTATE, SUPPORTING ENTREPRENEURS AND STARTUPS, AND SO MUCH MORE.

2 MEMBERS OF THE EDC BOARD ATTENDED THE REQUIRED SALES TAX WORKSHOP WITH STAFF ON NOVEMBER 8TH AND 1 MEMBER OBTAINED CREDITS WITH THE ONLINE SALES TAX WORKSHOP IN DECEMBER. ALL MEMBERS ARE IN COMPLIANCE.





Exciting News!

The newly established Visit Live Oak Advisory Board is responsible for evaluating and allocating hotel occupancy tax funds for Live Oak. The board will assess how events align with relevant laws and the use of HOT funds as stipulated by the Texas Tax Code, focusing on attracting tourism from outside the area.

Organizations seeking HOT funding will undergo review by the Visit Live Oak Advisory Board, whose recommendations will be submitted to the City Council for final approval.

2024/2025 Visit Live Oak Board

Board Officers:

Chairwoman Melissa Carrillo, Representative of the Texas Tri-County Chamber of Commerce

Vice Chairwoman Amanda Thomas, Representative of a Venue

Secretary Brandon Rumfield, Representative of Hotel Industry

Board Members:

Armando Trevino, Representative of Restaurant Business

Chancen Elliott, Representative of Restaurant Business

Daniel Buntjer, Resident of Live Oak

David Komet, Representative of a Venue

Dawn Dear, Representative of a Small Business

Steven Green, Resident of Live Oak





Top 10 Employers 2023

1. RBFCU	1,348
2. Methodist Hospital NE	883
3. Judson I.S.D.	393
4. Jordan Ford	256
5. Northeast Lakeview College	201
6. Target	203
7. IKEA Home Furnishings	189
8. Home Depot	162
9. World Car	145
10. Best Buy	130



EDC Board of Directors 2024/2025

BOARD PRESIDENT MAYOR MARY M. DENNIS

BOARD VICE PRESIDENT CYNTHIA AUDELO

BOARD SECRETARY PARAS ARORA

CITIZEN DIRECTOR ANGELA GREEN

COUNCIL DIRECTOR BOB TULLGREN

COUNCIL DIRECTOR ED CIMICS

CITIZEN DIRECTOR ROD STREETS



Together, let's make 2025 a year to remember!





CITY COUNCIL AGENDA ITEM FORM

Meeting Date: January 28, 2025

Agenda item: 6A

Prepared by: L. Kowalik, Finance Director

Reviewed by: A. Garfaoui, City Manager

Department: Finance Department

Agenda Item Description:

Presentation of Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).

Staff Briefing:

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Live Oak for its annual comprehensive financial report for the fiscal year ended September 30, 2023. This is the seventeenth consecutive year that the City received this prestigious award. In order to be awarded a Certificate of Achievement, the government had to publish an easily readable and efficiently organized annual comprehensive financial report that satisfied both generally accepted accounting principles and applicable legal requirements.

The City of Live Oak will again be sending its annual comprehensive financial report for the fiscal year ending September 30, 2024 to the GFOA to be considered for a Certificate of Achievement for Excellence in Financial Reporting award.

Action:

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

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

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

Staff Recommended Motion:

This is a presentation only. No motion required.



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: January 28, 2025

Agenda item: 7A

Prepared by: A. Garfaoui, City Manager

Reviewed by: L. English, Executive Assistant to the City Manager

Department: Administration

Agenda Item Description:

Discuss and consider an Ordinance by the City Council of the City of Live Oak, Texas, calling for a General Election held jointly with various entities to be held on May 3, 2025, for the purpose of electing three (3) City Council Members Place 1, Place 3, and Place 5, making provision for the conduct of a general election, resolving other matters incident and related to such election.

Staff Briefing:

Per the Election Code- A city must order its general election no later than the 78th day before the election which will be held on May 3, 2025.

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:

Motion to approve an Ordinance by the City Council of the City of Live Oak, Texas, calling for a general election held jointly with various entities to be held on May 3, 2025, for the purpose of electing three (3) City Council Members - Place 1, Place 3, and Place 5, making provision for the conduct of a general election, resolving other matters incident and related to such election.

ORDINANCE NUMBER: _____

Ordinance By The City Council Of The City Of Live Oak, Texas, Calling For A General Election Held Jointly With Various Entities To Be Held On May 3, 2025, For The Purpose Of Electing Three (3) City Council Members Place 1, Place 3, And Place 5, Making Provision For The Conduct Of A General Election, Resolving Other Matters Incident And Related To Such Election.

WHEREAS, the City of Live Oak, Texas finds and determines that it is necessary to call and hold an election in accordance with its City Charter, Article IV and Article IX, for the election of three (3) Council Members – Place 1, Place 3 and Place 5; and

WHEREAS, the City of Live Oak, Texas finds and determines that holding such an election for City Council is in the public interest.

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

I. An election shall be held in and throughout the City of Live Oak, Texas on May 3, 2025 for the purpose of electing three (3) Council Members – Place 1, Place 3 and Place 5 on the Live Oak City Council for full terms of two (2) years.

II. At said election the candidates receiving the highest number of votes for three (3) Council Members – Place 1, Place 3 and Place 5 respectively, shall be declared elected. Any candidate desiring to have his or her name on the official ballot of said election, shall at least **one hundred eight (108)** days prior to and not less than **seventy eight (78)** days prior to said election day, January 15, 2025 through February 14, 2025 (February 18th for a write-in candidate) with the City Secretary an application in writing in the form prescribed by the Texas Election Code requesting that his or her name be placed on the official ballot and designating the position for which he or she is running as a candidate. That any person failing to file said written application for candidacy by the time aforesaid, shall not be entitled to have his or her name printed on the official ballot.

III. The names of all eligible candidates whose applications have been duly and timely filed shall be placed on the ballot pursuant to a drawing as provided by law.

IV. All qualified voters of said City shall be entitled to vote in said election.

V. The Bexar County Elections Administrator is hereby appointed as the Early Voting Clerk and shall conduct early voting in said election, as required by law. The address for the early voting clerk is:

Bexar County Elections Department
Attn: Early Voting Clerk
1103 S. Frio, Suite 200
San Antonio, Texas 78207

VI. With the exception of Saturday, **May 3, 2025**, official holidays, and pursuant to Memorandum with Bexar County Elections Department all 2025 confirmed Bexar County Polling Locations shall be open during these days and times as follows for Early Voting.

THE HOURS OF EARLY VOTING WILL BE:

Tuesday, April 22 thru Friday, April 25, 2025 8:00 a.m. to 6:00 p.m.
Saturday, April 26..... 8:00 a.m. to 8:00 p.m.
Sunday, April 27..... 12 p.m. noon to 6:00 p.m.
Monday, April 28 through Tuesday, April 29 8:00 a.m. to 8:00 p.m.

VII. The polls for said election on the day of May 3, 2025, shall be open from 7:00 o'clock a.m. to 7:00 o'clock p.m.

VIII. The Bexar County Elections Department, in accordance with the MOU entered with the City, shall conduct, supervise and administer said election. Bexar County Election Administrator Jacquelyn F. Callanen is appointed as the Elections Administrator and shall appoint the election officials including Election Judges and Clerks. The ballots to be used in said election shall be prepared in conformity with Texas Election Code, as amended. In the holding and conducting of said election, voter forms, instructions, and other materials required therefore, including the ballots, shall be in both the English and Spanish languages.

IX. The City Secretary is hereby authorized and directed to post notice of said election on a bulletin board used for posting notices of the City Council meetings of the City of Live Oak, not later than the **twenty-first (21) day** (April 11, 2025) (as April 12 is a Saturday) before election day.

X. The City Secretary is further authorized and directed to cause notice of said election to be published in a newspaper of general circulation in the City of Live Oak at least once, not earlier than the **thirtieth (30th) day nor later than the tenth (10th) day** before Election Day.

APPROVED on this day 28th of January 2025

Mary M. Dennis, Mayor

ATTEST:

APPROVED AS TO LEGAL SUFFICIENCY:

Isa Gaytan, City Secretary

City Attorney



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: January 28, 2025

Agenda item: 7B

Prepared by: L. Kowalik, Finance Director

Reviewed by: A. Garfaoui, City Manager

Department: Finance Department

Agenda Item Description:

Presentation, discussion and approval of the 2023/2024 Annual Comprehensive Financial report.

Staff Briefing:

The City of Live Oak is required to perform an independent audit of the City’s finances, policies and internal controls at least annually. The city contracts with the audit firm of Armstrong Vaughan & Associates, P.C. to perform our annual external audit. Mr. Phil Vaughan, CPA oversaw our audit. Mr. Vaughan will be in attendance to answer any questions and provide any required communications.

Some brief financial highlights for the fiscal year ending September 30, 2024, will be presented. As you will hear in the brief presentation, the city has received an “unmodified” audit opinion. This opinion means that the City’s audited financial statements for the year ending September 30, 2024, are free from any material misstatements and that Management and City Council can be assured that the financial reports given throughout the year clearly represent the City's financial condition at the time of the reports. This is the opinion we strive for every year. The City has been given a clean audit review.

The City of Live Oak will again be sending its annual comprehensive financial report, for the fiscal year ending September 30, 2024, to the Government Finance Officer Association (GFOA) to be considered for a Certificate of Achievement for Excellence in Financial Reporting award. The City has received this award for the last seventeen years.

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

CITY COUNCIL AGENDA ITEM FORM

Staff Recommended Motion:

Recommended motion is for the approval of the City's 2023/2024 Annual Comprehensive Financial Report as presented.