

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, APRIL 9, 2024, AT 7:00 P.M.
FOLLOWING THE PARKS AND RECREATION COMMISSION MEETING

The public may watch the meeting live at www.liveoaktx.net in the Live Meetings button.

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

Per City of Live Oak Code of Ordinances

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

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

5. CONSENT AGENDA
 - A. Approval of Minutes
 1. March 26, 2024
 - B. City Council to approve a Resolution and authorize the City Manager to sign the Contract for Election Services for the May 4, 2024, General Election—Mr. Garfaoui
6. SPECIAL CONSIDERATION
 - A. Presentation of the Employee of the Quarter, Sergeant Gregory Castro—Chief Hopper
 - B. Proclamation for Earth Day, April 22, 2024—Mayor Dennis
 - C. Proclamation for Economic Development Week May 6-10, 2024—D. Lowder
7. NEW BUSINESS
 - A. Discussion and possible action to accept and approve the Monthly Financial Report ending February 29, 2024—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

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

B. Staff

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

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 April 4, 2024, by 5:00 pm



Isa Gaytan, TRMC
City Secretary

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

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.

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.

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

REGULAR MEETING OF THE CITY COUNCIL
CITY OF LIVE OAK
WILL BE HELD AT THE LIVE OAK COUNCIL CHAMBERS
8001 SHIN OAK DRIVE
TUESDAY, MARCH 26, 2024, AT 7:00 P.M.

1. CALL TO ORDER
Mayor Dennis called the meeting to order at 7:00 p.m.

2. INVOCATION/PLEDGE OF ALLEGIANCE
Completed

3. ROLL CALL

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

Staff

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

4. CITIZENS TO BE HEARD
There were no citizens to be heard.

5. CONSENT AGENDA

A. Approval of Minutes

1. March 12, 2024

B. City Council to approve an excused absence for Mayor Dennis from the March 12, 2024, City Council meeting. —I. Gaytan

- C. City Council to approve an excused absence for Councilmember Morgan from the March 12, 2024, City Council meeting.—I. Gaytan

Councilmember Tullgren made a motion to approve Consent Agenda; seconded by Councilmember Perez

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

6. SPECIAL CONSIDERATION

- A. Proclamation for National Public Safety Telecommunications Week – April 14 through April 20, 2024 – Chief Hopper

Councilmember Perez read the Public Safety Telecommunications Week Proclamation. Mayor Dennis presented the Proclamation to Telecommunications Supervisor Felicia Campos and Chief Hopper. Also present was Telecommunication Officer Antonio Andrew.

- B. Proclamation for 2024 National Bite Prevention Week, April 7 through April 13, 2024 –

Councilmember Tullgren read the National Bite Prevention Week Proclamation. Mayor Dennis presented the Proclamation to Chief Hopper and Animal Control Supervisor Stephanie Kinney.

- C. Presentation of Proclamation for National Child Abuse Prevention Month, April 2024 – Detren Scales

Mayor Dennis read the National Child Abuse Prevention Month Proclamation and presented it to Chief Hopper.

- D. Presentation of a Proclamation for National Sexual Assault Awareness Month and Crime Victims' Rights Week, April 21 through April 27, 2024 – Detren Scales

Councilmember Dahl read both National Sexual Assault Awareness and Crime Victim's Rights Week Proclamations. Mayor Dennis presented the Proclamations to Chief Hopper. Also present were Sgt. Feldtmose, Officer Zepeda, Officer Trigg, Sgt. Atkinson, Sgt. Sanders, Officer Morales, and Lt. Barela

- E. Proclamation for National Library Week, April 7 through April 13, 2024 – Mayor Dennis and Councilmember Morgan

Councilmember Morgan read the Library Week Proclamation. Mayor Dennis asked Council to come together and take a picture with Proclamation.

- F. Proclamation for National Library Week, April 7 through April 13, 2024 – Mayor Dennis and Councilmember Morgan

Councilmember Cimics read the National Library Week Proclamation. Mayor Dennis presented the Proclamation to all volunteers that were present.

7. NEW BUSINESS

- A. Discussion and possible action to accept and approve the Monthly Financial Report ending January 31, 2024 – Mr. Kowalik

Leroy Kowalik came before City Council and presented the Financial Report ending January 31, 2024.

Councilmember Dahl made a motion to approve Financial Report ending January 31, 2024; seconded by Councilmember Cimics

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

- B. Discussion and possible action regarding approval of an Ordinance for no parking on Gateway Blvd.—M Wagster

Mark Wagster came before City Council to present an Ordinance for no parking on Gateway Blvd.

Councilmember Dahl made a motion to approve Ordinance for no parking on Gateway Blvd.; seconded by Councilmember Tullgren

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

8. CITY COUNCIL REPORT

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

Councilmember Morgan reported he did have a resident question regarding alcohol beverages but discussed it with City Manager and was able to relay the information. Also took the opportunity to comment on Saturday's events and said it was a extraordinary day in which spring was celebrated and was pleased by the well planned Eggstravaganza event at the park.

Councilmember Tullgren also mentioned the volunteerism that took time was seen at the Eggstravaganza and thanked Team Live Oak for a great event.

Councilmember Perez, thanked the Team Live Oak for an extraordinary event, thanked Donna for the great pictures and sent blessings to all during this week.

Councilmember Cimics also commented on the great city event and appreciates all the great work.

Mayor, thanked all volunteers, thanked Dr Perez for helping with her schedule the day of Eggstravanza event.

Councilmember Perez congratulated both Mayor Dennis and Councilmember Cimics ons to mayor for all their leadership and awards from TML.

10. GENERAL ANNOUNCEMENTS FOR CITY COUNCIL AND STAFF

A. City Council

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

Councilmember Cimics congratulated Mayor Dennis for her accomplishments and TML awards.

Mayor Dennis congratulated Councilmember Cimics for his awards as well and thanked him for encouraging and helping her.

B. Staff

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

City Manager Anas Garfaoui thanked all volunteers that help make all events possible. Also reminded everyone of the Airshow next weekend.

Donna reminded everyone about the groundbreaking event for Toepperwein warehouse on April 3 Toepperwein at 2 p.m. and Alterman will be on April 18 at 9 a.m.

Assistant Fire Chief Santana mentioned the DAGUM conference was held last week with over 135 participants.

9. EXECUTIVE SESSION

- A. City Council will meet in executive session pursuant to Texas Government Code Section 551.071, Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct conflict with this chapter of the statute related to an police incident on March 21, 2024.

City Council met in Executive session at 7:36 p.m.

B. Reconvene into Open Session

City Council reconvened into Open Session at 8:10 p.m.
No action was taken on this item.

11. ADJOURNMENT

As there was no further business, Councilmember Cimics made a motion to adjourn; seconded by Councilmember Dahl. The City Council meeting adjourned at 8:11 p.m.

APPROVED:

Mary M. Dennis, Mayor

ATTEST:

Isa Gaytan, City Secretary



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: April 9, 2024

Agenda item: 5B

Prepared by: Isa Gaytan, City Secretary

Reviewed by: Anas Garfaoui, City Manager

Department: Administration

AGENDA ITEM DESCRIPTION:

City Council to approve a Resolution and authorize the City Manager to sign the Contract for Election Services for the May 4, 2024, General Election

STAFF BRIEFING:

On January 30, 2024 City Council authorized the City Manager to enter into a Joint Election Agreement-Memorandum of Understanding with Bexar County Elections Department for their services during early voting and Election Day. The attachment is the Bexar County Election Department Contract for Election services that will need to be approved for the deposit of this service.

ACTION:

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

Cost: Deposit- \$6,497.32	
Budgeted	\$13,000
Actual	unknown
Acct. Name	Elections
Acct. Fund	10-405.390
Other Funding	N/A
Strategic Goal #	1,2 &3

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

Staff Recommended Motion:

Under consent agenda.

THE STATE OF TEXAS §
 §
COUNTY OF BEXAR §

CONTRACT FOR ELECTION SERVICES

This Contract is entered into by and between the BEXAR COUNTY ELECTIONS ADMINISTRATOR (“ADMINISTRATOR”) on behalf of Bexar County, a political subdivision of the State of Texas, and the CITY OF LIVE OAK (“CITY”)(also, individually, a “Party” or, collectively, the “Parties”), pursuant to Texas Election Code Section 31.092.

RECITALS

CITY, by appropriate action of its governing body acting in accordance with all applicable laws, has called a general election to be conducted by Bexar County on Saturday, May 4, 2024 and desires that certain election services be provided by ADMINISTRATOR through her Elections Department.

ADMINISTRATOR has provided cost estimates for election services to be rendered by her office pursuant to the terms of this Contract that are set out on Exhibits “A” and “B,” attached and incorporated into this Contract.

CITY and ADMINISTRATOR want to enter into this Contract setting out the respective responsibilities of the Parties.

Accordingly, the Parties agree as follows:

ARTICLE I
PURPOSE

1.01. The Parties have entered into this Contract for election services described in Article II to be provided to CITY for its election to be held on May 4, 2024.

ARTICLE II
SERVICES

- 2.01. ADMINISTRATOR agrees to provide to CITY the following general services:
- (A) Procure and distribute election supplies, including, but not limited to, the preparation, printing and distribution of ballots and sample ballots;
 - (B) Procure election judges and clerks for early voting and election day voting;
 - (C) Procure early voting polling places and election day vote centers as agreed by entities;
 - (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.**

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 15, 2024 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 _____, 2024.

ELECTIONS ADMINISTRATOR


CITY OF LIVE OAK

BY: 
JACQUELYN F. CALLANEN

BY: _____
PRINT: _____
TITLE: _____

APPROVED AS TO LEGAL FORM:

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

BY: 
ASSISTANT CRIMINAL DISTRICT
ATTORNEY CIVIL DIVISION

Live Oak

EXHIBIT "A"

4-May-24

I	Early Voting	Units	Cost Per Unit	Estimated	TOTALS
A	REMUNERATION				
	REMUNERATION SUMMARY				
	NUMBER OF JUDGES	1			
	HOURS WORKED	80	\$17.00	\$1,360.00	
	HOURS WORKED OVERTIME	35		\$0.00	
	NUMBER OF CLERKS	3			
	HOURS WORKED	80	\$15.50	\$3,720.00	
	HOURS WORKED OVERTIME	35		\$0.00	
	JUDGES DAILY RETURN FEE				
	NUMBER OF TRIPS	2			
	COST PER TRIP		\$7.50	\$570.00	
	COST PER CREW	CC		\$5,650.00	
	NUMBER OF SITES	38			
	WAGES			\$214,700.00	
	TOTAL FICA			\$16,424.55	
	TEMP AGENCY MARKUP		20.00%	\$36,032.32	
	TOTAL REMUNERATION			\$267,156.87	\$267,156.87
B	PRINTING				
	PRINTING OF EARLY VOTING SUPPLIES				
	FORMATTING STYLE	37	\$50.00	\$1,850.00	
	NUMBER OF MAIL BALLOTS	25,000	\$0.50	\$12,500.00	
	BALLOT CARDS	200,000	\$0.18	\$36,000.00	
	NUMBER OF SAMPLE BALLOTS	50,000	\$0.10	\$5,000.00	
	Freight		\$0.00	\$0.00	
	TOTAL PRINTING			\$55,350.00	\$55,350.00
C	MAIL				
	NUMBER OF WHITE ENVELOPES	25,000	\$0.09	\$2,250.00	
	NUMBER APPLICATIONS	5,000	\$0.05	\$250.00	
	NUMBER OF CARRIER ENVELOPES	25,000	\$0.09	\$2,250.00	
	NUMBER OF TRANSPORT ENVELOPES	25,000	\$0.09	\$2,250.00	
	NUMBER OF POSTAGE STAMPS	25,000	\$0.66	\$16,500.00	
	TOTAL MAIL			\$23,500.00	\$23,500.00
D	TEMPORARY WORKERS				
	NUMBER OF TEMP EMPLOYEES/MAIL	5			
	HOURS WORKED	360	\$17.00	\$30,600.00	
		3			
	WORKMANS COMP UNEMPLOYEMENT		\$49.33	\$739.95	
	WAREHOUSE				
	NUMBER OF TEMPORARY EMPLOYEES	4			
	HOURS WORKED	360	\$17.00	\$24,480.00	
	WORKMANS COMP UNEMPLOYEMENT		\$49.33		
	NUMBER OF MONTHS	2		\$394.64	

	FICA			\$4,213.62	
	TOTAL TEMP EMPLOYEE COST			\$60,428.21	\$60,428.21
E	RENTAL				
	NUMBER OF SITES	42			
	NUMBER OF SITES COSTS	3	\$500.00	\$1,500.00	
	NUMBER OF EXPRESSVOTES	252	\$5.00	\$1,260.00	
	NUMBER OF DS200	42	\$5.00	\$210.00	
	NUMBER OF EXPRESS TOUCH	43	\$5.00	\$215.00	
	NUMBER OF PROV. BAGS AND SEAL	42	\$8.00	\$336.00	
	NUMBER OF COMPUTERS	42	\$50.00	\$2,100.00	
	NUMBER OF TABLES	12	\$10.00	\$120.00	
	NUMBER OF CHAIRS	40	\$2.50	\$100.00	
	NUMBER LOCKS ,CHAINS,	41	\$5.00	\$205.00	
	TOTAL RENTAL			\$6,046.00	\$6,046.00
F	STAFFTIME				
	DAILY RETURNS				
	NUMBER OF EMPLOYEES	20	\$30.00		
	HOURS WORKED (DAYS X NO. HOURS)	29		\$17,400.00	
	FICA 7.65			\$90.22	
	TOTAL WAGES			\$17,490.22	
	PRO RATA COST	1			
	TOTAL STAFFTIME			\$17,490.22	\$17,490.22
G	E.B.B.AND S.V.C.				
	EARLY BALLOT BOARD				
	NUMBER OF BOARD MEMBERS	12			
	HOURS WORKED	48	\$17.00	\$9,792.00	
	SIGNATURE VERIFICATION COMM.				
	NUMBER OF MEMBERS	0			
	HOURS WORKED	0	\$0.00	\$0.00	
	TOTAL WAGES			\$9,792.00	
	UNEMPLOYMENT			\$0.08	
	FICA 7.65			\$749.09	
	PRO RATA COST	1			
	TOTAL E.B.B. AND S.V.C. COST			\$10,541.17	\$10,541.17
H	PUBLICATION POLLING PLACES				
	EXPRESS NEWS	1	\$24,000.00	\$24,000.00	
	LA PRENSA	1	\$6,000.00	\$6,000.00	
	PRO RATA COST	1		\$0.00	
	TOTAL PUBLICATION			\$30,000.00	\$30,000.00
I	MISCELLANEOUS				
	NUMBER OF LABELS	52	\$15.00	\$780.00	
	NUMBER OF CELL PHONES	42	\$35.00	\$1,470.00	
	TRAINING CLASS FOR E.V. JUDGES				
	NUMBER OF JUDGES	0			

	NUMBER OF HOURS	4	\$20.00	\$80.00	
	WRITS AND MAILOUTS TO JUDGES				
	ENVELOPES AND POSTAGE	150	\$0.66	\$99.00	
	NUMBER OF KITS	42	\$55.00	\$2,310.00	
	TOTAL MISCELLANEOUS			\$4,739.00	\$4,739.00
K	SUMMARY OF E.V. COST				
	REMUNERATION			\$267,156.87	\$267,156.87
	PRINTING OF E.V. SUPPLIES			\$55,350.00	\$55,350.00
	MAIL			\$23,500.00	\$23,500.00
	TEMPORARY EMPLOYEE COST			\$60,428.21	\$60,428.21
	RENTAL			\$6,046.00	\$6,046.00
	STAFFTIME			\$17,490.22	\$17,490.22
	E.B.B.AND S.V.C. COST			\$10,541.17	\$10,541.17
	MISCELLANEOUS			\$4,739.00	\$4,739.00
	PUBLICATION			\$30,000.00	\$30,000.00
	EARLY VOTING COST SUBTOTAL			\$475,251.47	\$475,251.47
	TOTAL EARLY VOTING COST				
	10% CONTRACT FEE EARLY VOTING			\$47,525.15	\$47,525.15
	Grand Total Early Voting			\$522,776.61	\$522,776.61

Live Oak

EXHIBIT "B"

4-May-24

	Election Day	Units	Cost Per Unit	Estimated	TOTALS
II	REMUNERATIONS				
A	NUMBER OF JUDGES	1			
	HOURS WORKED	15	\$17.00	\$255.00	
	NUMBER OF CLERKS	2.5			
	HOURS WORKED	15	\$15.50	\$581.25	
	FICA 7.65 FOR JUDGES AND CLERKS			\$63.97	
	TOTAL WAGES JUDGES and CLERKS			\$900.22	
	NUMBER OF SITES	252	\$900.22	\$226,856.23	
	SECURITY	8			
	HOURS WORKED	18	\$35.00	\$5,040.00	
	FICA 7.65 FOR SECURITY			\$385.56	
	TOTAL WAGES SECURITY			\$5,425.56	
	TOTAL REMUNERATION			\$232,281.79	
	REMUNERATIONS TOTAL			\$232,281.79	\$232,281.79
B	ELECTION NIGHT RETURNS				
	NUMBER OF SITES RETURNS	252	\$25.00	\$6,300.00	

	NUMBER OF KITS	252	\$45.00	\$11,340.00	
	TOTAL KITS AND RETURNS			\$17,640.00	\$17,640.00
C	RENTAL				
	NUMBER OF EXPRESSVOTES	1080	\$5.00	\$5,400.00	
	NUMBER OF DS200	252	\$5.00	\$1,260.00	
	NUMBER OF EXPRESS TOUCH	252	\$5.00	\$1,260.00	
	NUMBER OF PROVISIONAL BAGS USE	252	\$6.00	\$1,512.00	
	TABLES	50	\$10.00	\$500.00	
	CHAIRS	40	\$2.50	\$100.00	
	TRAFFIC CONES	25	\$1.20	\$30.00	
	SHRINK WRAP COST	0	\$50.00	\$0.00	
	NUMBER OF BALLOT BOXES	25	\$1.45	\$36.25	
	COST OF LOCKS AND SEALS	251	\$1.50	\$376.50	
	TOTAL RENTAL			\$10,474.75	\$10,474.75
D	TRANSPORTATION				
	MOVERS	294	\$232.84	\$68,454.96	
	TRUCK RENTAL	5	\$793.68	\$3,968.40	
	PRO RATA COST	1			
	TRANSPORTATION			\$72,423.36	\$72,423.36
	TRANSPORTATION TOTAL			\$0.00	
E	PROGRAMMING, EQUIPMENT, TECHNICAL SERVICES				
	PERSONEL COST ON SITE TECHS	60	\$300.00	\$18,000.00	
	TEMP AGENCY MARKUP		20.00%	\$2,806.20	
	ES&S TECHNICAL SUPPORT	2	\$ 5,200	\$10,400.00	
	PROGRAMMING	0	\$1,500.00	\$0.00	
	VOICE FILES	0	\$2,500.00	\$0.00	
	CENTRAL COUNTING STATION JUDGE	15	\$25.00	\$375.00	
	REGIONAL SENDING SITES	5	\$560.00	\$2,800.00	
	CENTRAL COUNTING STATION MGR H	25	\$40.00	\$1,000.00	
	TABULATION SUPERVISOR HOURS	12	\$35.00	\$420.00	
	ASST TO TAB. SUPERVISOR HOURS	12	\$25.00	\$300.00	
	COMPUTER COST	0	\$40,500.00	\$0.00	
	TABULATION SOFTWARE	0	\$25,800.00	\$0.00	
	AI850 OPTICAL SCANNERS	1	\$17,000.00	\$17,000.00	
	PUBLIC TEST	1	\$50.00	\$50.00	
	PREVENTIVE MAINT. INSP	1	\$2,600.00	\$2,600.00	
	PRO RATA COST	1			
	INFORMATION SERVICES			\$55,751.20	
	TOTAL PETS			\$55,751.20	\$55,751.20
F	ELECTION DEPARTMENT STAFF				
	NUMBER OF EMPLOYEES	21	\$36.00		
	HOURS WORKED	19		\$14,364.00	
	FICA 7.65			\$1,098.85	
	PRO RATA COST	1			

	TOTAL STAFFTIME WAGES			\$15,462.85	\$15,462.85
G	TEMPORARY EMPLOYEE				
	NUMBER OF EMPLOYEES (POST ELEC	3			
	HOURS WORKED	40	\$17.00	\$2,040.00	
	PRO RATA COST			\$0.00	
	WORKMANS COMP UNEMPLOYEMENT	1	\$49.33	\$147.99	
	PHONE BANK RATE PER HOUR		\$15.00	\$0.00	
	HOURS WORKED	0			
	NUMBER OF EMPLOYEES	0		\$0.00	
	TEMPORARY EMPLOYEE COST	40		\$2,187.99	
	FICA 7.65	1		\$167.38	
	TOTAL TEMP EMPLOYEE COST	1		\$2,355.37	\$2,355.37
H	PUBLICATION				
	EXPRESS NEWS ACCURACY TEST	1	\$375.00	\$375.00	
	PRO RATA COST	1			
	TOTAL PUBLICATION			\$375.00	\$375.00
I	MISCELLANEOUS				
	NOTIFICATION TO JUDGES/payroll	1,722	\$0.66	\$1,136.52	
	POLLING SITE RENTAL	185	\$500.00	\$92,500.00	
	CELL PHONES AND AIRTIME	293	\$30.00	\$8,790.00	
	TOTAL MISCELLANEOUS			\$102,426.52	\$102,426.52
J	SUMMARY ELECTION DAY COST				
	REMUNERATIONS			\$232,281.79	\$232,281.79
	ELECTION KITS AND RETURNS			\$17,640.00	\$17,640.00
	RENTAL			\$10,474.75	\$10,474.75
	STAFFTIME			\$15,462.85	\$15,462.85
	PRINTING COST			\$0.00	\$0.00
	INFORMATION SERVICES			\$55,751.20	\$55,751.20
	TEMPORARY EMPLOYEE COST			\$2,355.37	\$2,355.37
	PUBLICATION			\$375.00	\$375.00
	TRANSPORTATION			\$72,423.36	\$72,423.36
	MISCELLANEOUS			\$102,426.52	\$102,426.52
	ELEC. DAY COST SUBTOTAL			\$509,190.83	\$509,190.83
	TOTAL ELECTION DAY			\$509,190.83	\$509,190.83
	10% CONTRACT FEE			\$50,919.08	\$50,919.08
	Grand Total Election Day			\$560,109.92	\$560,109.92

	Total	ESTIMATE
Early Voting Grand Total	\$522,776.61	\$522,776.61
Election Day Grand Total	\$560,109.92	\$560,109.92
Total For Early Voting and Election Day	\$1,082,886.53	\$1,082,886.53
Pro Rata Share 006%	\$6,497.32	\$6,497.32

Amount of Deposit	\$6,497.32	\$6,497.32
(Overpaid)/Underpaid		



CITY COUNCIL AGENDA ITEM FORM

Meeting Date April 9, 2024

Agenda item: 6A

Prepared by: Gary Hopper, Chief of Police

Reviewed by: Anas Garfaoui, City Manager

Department: Police Department

AGENDA ITEM DESCRIPTION:

Presentation of Employee of the Quarter - January through March 2024 – Sergeant Gregory Castro

STAFF BRIEFING:

Sergeant Castro has been selected as the City of Live Oak’s Employee of the Quarter due to his exceptional leadership skills. He embodies the spirit of teamwork and fosters an environment where his personnel can thrive and be creative, allowing them to grow both personally and professionally. Sergeant Castro’s dedication and commitment makes him a true example of Team Live Oak.

ACTION:

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

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	2 and 3

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

Staff Recommended Motion:

None.



CITY COUNCIL AGENDA ITEM FORM

Meeting Date April 9, 2024

Agenda item: 6B

Prepared by: Isa Gaytan, City Secretary

Reviewed by: Anas Garfaoui, City Manager

Department: Administration

AGENDA ITEM DESCRIPTION:

Presentation of Proclamation for Earth Day.

STAFF BRIEFING:

Recognizing April 22, 2024, as Earth Day.

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:

None.



PROCLAMATION FOR EARTH DAY 2024

WHEREAS: On April 22, 1970, millions of Americans rallied together to protect the right of all of us to live free from environmental hazard and harm. On that first Earth Day, they gathered all across America, on college campuses, in public parks, and State capitals; and

WHEREAS: Millions of people were galvanized by a vision of a healthier, more prosperous Nation where all people could thrive; and

WHEREAS: The untiring spirit sparked a national movement for environmental protection that endures today in the bedrock laws that protect the air we breathe, the water we drink, and treasured wild places and wildlife; and

WHEREAS: The Earth Day Network (EDN) collaborates with more than 17,000 partners and organizations in 174 countries. According to EDN, more than 1 billion people are involved in Earth Day activities.

NOW THEREFORE, I, Mary M. Dennis, Mayor of the City of Live Oak, do hereby proclaim April 22, 2024, as Earth Day

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Live Oak to be affixed this 9th day of April 2024.

Mary M. Dennis, Mayor



CITY COUNCIL AGENDA ITEM FROM

Meeting Date: April 9, 2024

Agenda item: 6C

Prepared by: Donna Lowder EDC Director

Reviewed by: Anas Garfaoui, City Manager

Department: Economic Development

AGENDA ITEM DESCRIPTION:

Presentation of a Proclamation recognizing Economic Development Week, May 6-10, 2024

STAFF BRIEFING:

The week of May 6 through the 10th gives economic development professionals a platform to showcase to their community. Economic Development Week was created to increase understanding of economic development's contribution to the state's business climate, job retention and growth, the tax base, and the overall quality of life in Texas.

LOEDC will take center stage in counties, cities, and towns throughout Texas when proclamations are made announcing the significant projects that have made Live Oak a great place to live, learn, work, and play.

ACTION:

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

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

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

Staff Recommended Motion:

None.



PROCLAMATION FOR
NATIONAL ECONOMIC DEVELOPMENT WEEK 2024

WHEREAS: The Live Oak Economic Development Department has been promoting economic well-being and quality of life for the community by creating, retaining, and expanding high-quality jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS: Live Oak Economic Development stimulates and incubates entrepreneurship to help establish the next generation of new businesses and support existing business with support and resources; and

WHEREAS: Live Oak Economic Development works in partnership with local school districts, community colleges, state workforce boards and commissions to amplify workforce training and to ensure a workforce-ready community; and

WHEREAS: Live Oak Economic Development is dedicated to setting the stage for development success in economic development as well as real estate development through its Economic Development Strategic Plan.

NOW, THEREFORE, I, Mary M. Dennis, Mayor of the City of Live Oak do hereby proclaim May 6th – 10th, 2024 as “National Economic Development Week”. Recognizing the positive impact of economic development on the economic health of the United States, the State of Texas, and in the City of Live Oak.

IN WITNESS WHEREOF, I have set my hand and caused the Seal of the City of Live Oak to be affixed this 9th day of April 2024.

Mary M. Dennis, Mayor



CITY COUNCIL AGENDA ITEM FORM

Meeting Date: April 9, 2024

Agenda item: 7A

Prepared by: L. Kowalik, Finance Dir.

Reviewed by: Anas Garfaoui, City Manager

Department: Finance

AGENDA ITEM DESCRIPTION:

Discussion and possible action to accept and approve the monthly financial report for the period ending February 29, 2024.

STAFF BRIEFING:

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

Attached is a memorandum outlining some of the major points of interest, along with, the Financial Report for the period ending February 29, 2024. The financial reports are cumulative from October 1, 2023 through the ending period. This report is also unaudited and subject to slight changes.

ACTION:

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

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

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

Staff Recommended Motion:

Motion is to accept the monthly financial report for the period ending February 29, 2024.

MEMORANDUM

Date: April 9, 2024

To: Mayor and City Council

Via: Anas Garfaoui, City Manager

From: Leroy Kowalik, Finance Director

RE: Financial update through period ending February 29, 2024

Attached is a financial report for all funds that represents a snapshot of the financial status as of February 29, 2024. This report represents five months into the fiscal year; therefore, revenues and expenditures should be targeted around the 42% of budget. Interfund transfers are recorded for quarterly financial reports. The amounts reflected in the attached report are unaudited and are subject to minor changes. In the remainder of this memo, I have focused on some of the points of interests within some of the major funds. Should you desire further information or more detailed information, please feel free to contact me at your convenience. This financial update is cumulative (October 2023 through ending period).

General Fund:

Overall revenues are at 57% 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 94% 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 40%. Sales tax remittance for October 2023 thru February 2024 was lower (4.51%) than the same months in 2022-2023. Fines & forfeitures are at 58%. Permits and Licenses are at 34%. Franchise fees (32%) and Service Use fees (24%) 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 114% which is indicative of where the Federal Funds Rate is.

Overall expenditures are just below target at 37% 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 \$255,949 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 February, 2024 is \$9,603,780. Total expenditures recorded through the same period are \$7,158,251. This activity results in a current

net gain of \$2,445,529. This current net gain brings the City's General Fund balance to \$17,255,068. 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 February 2024:

The 2022 GO Bond Fund was created to track the receipt of the bond proceeds and accompany interest income and the expenditures to be made in accordance with the street projects identified as part of the 2022 bond election. As of this period, \$397,611 was recorded as interest income. \$4,505,401 was expended on project work. The fund balance as of this period is \$13,927,272.

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 \$4,595,400. As of this period, \$770,768 has been expended on project work.

The Utility Funds:

The Utility operating fund is slightly above target on revenue collections (46%) and above the target on expenditures (51%). Recorded revenues are below expenditures through February 2024 by \$171,423. 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 \$100,926. Operating transfers occur on a quarterly basis. The fund balance for the Utility R&R fund through this period is \$951,993. Again, the transfers into this fund are recorded on a quarterly basis.

The Stormwater Utility Fund revenues are right at the target at 41%. Expenditures are below at 29%. The cash and cash equivalents (working capital) for the Stormwater fund is currently \$364,465. 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 February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Taxes - Ad Valorem	\$ 5,018,229	\$ -	\$ 5,018,229	\$ 4,710,258	94%
Taxes - Sales Tax, Mixed Beverage	9,037,659	-	9,037,659	3,604,538	40%
Franchise Fees	1,129,000	-	1,129,000	366,807	32%
Permits & Licenses	298,100	-	298,100	99,921	34%
Grants & Intergovernmental	230,000	-	230,000	55,000	24%
Service Use Fees	115,200	-	115,200	27,818	24%
Fines and Forfeitures	486,000	-	486,000	281,934	58%
Interest	200,000	-	200,000	228,680	114%
Miscellaneous	66,000	-	66,000	108,324	164%
Total Revenues:	<u>16,580,188</u>	<u>-</u>	<u>16,580,188</u>	<u>9,483,280</u>	<u>57%</u>
Expenditures by Department:					
City Council	45,650	-	45,650	14,554	32%
Council Contingency	200,000	-	200,000	-	0%
City Manager's Office	336,950	-	336,950	108,630	32%
City Secretary's Office	616,575	-	616,575	353,625	57%
Municipal Court	424,605	-	424,605	152,621	36%
Finance	881,425	-	881,425	340,854	39%
Emergency Management	21,835	-	21,835	9,947	46%
Police Department	5,329,455	-	5,329,455	2,202,654	41%
Communication Services	910,580	-	910,580	338,293	37%
Fire and EMS Services Department	3,632,095	-	3,632,095	1,417,323	39%
Public Works	1,824,600	-	1,824,600	438,335	24%
Streets Maintenance	947,900	-	947,900	188,724	20%
Animal Control	364,554	-	364,554	114,939	32%
Parks Maintenance	1,104,700	-	1,104,700	373,491	34%
Recreation	428,050	-	428,050	206,147	48%
Planning and Zoning	246,750	-	246,750	24,040	10%
Development Services	289,450	-	289,450	84,705	29%
Information Technology	500,140	-	500,140	241,289	48%
Total Expenditures	<u>18,105,314</u>	<u>-</u>	<u>18,105,314</u>	<u>6,610,171</u>	<u>37%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(1,525,126)	-	(1,525,126)	2,873,109	
Other Sources and (Uses):					
Interfund Transfers In	482,000	-	482,000	120,500	25%
Interfund Transfers Out	(2,172,819)	-	(2,172,819)	(548,080)	25%
Total Other Sources and Uses:	<u>(1,690,819)</u>	<u>-</u>	<u>(1,690,819)</u>	<u>(427,580)</u>	<u>25%</u>
Net Change in Fund Balance	<u>(3,215,945)</u>	<u>-</u>	<u>(3,215,945)</u>	<u>2,445,529</u>	
Beginning Fund Balance - October 1, 2023	<u>\$ 14,556,076</u>	<u>\$ 253,463</u>	<u>\$ 14,809,539</u>	<u>\$ 14,809,539</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 11,340,131</u>	<u>\$ 253,463</u>	<u>\$ 11,593,594</u>	<u>\$ 17,255,068</u>	
Approved Designated Fund Balance Appropriations					
Undesignated Fund Balance	<u>3,215,945</u>	<u>-</u>	<u>3,215,945</u>	<u>-</u>	
	<u>3,215,945</u>	<u>-</u>	<u>3,215,945</u>	<u>-</u>	

**City of Live Oak
Asset Replacement Fund**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Interest	\$ 65,000	\$ -	\$ 65,000	\$ 61,812	95%
Miscellaneous	-	-	-	-	0%
Total Revenues:	<u>65,000</u>	<u>-</u>	<u>65,000</u>	<u>61,812</u>	<u>95%</u>
Expenditures:					
Vehicles/Equipment	<u>964,000</u>	<u>-</u>	<u>964,000</u>	<u>177,157</u>	<u>18%</u>
Total Expenditures	<u>964,000</u>	<u>-</u>	<u>964,000</u>	<u>177,157</u>	<u>18%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(899,000)	-	(899,000)	(115,345)	
Other Sources and Uses:					
Interfund Transfers In	<u>1,176,409</u>	<u>-</u>	<u>1,176,409</u>	<u>294,102</u>	<u>25%</u>
Total Other Sources and Uses:	<u>1,176,409</u>	<u>-</u>	<u>1,176,409</u>	<u>294,102</u>	<u>25%</u>
Net Change in Fund Balance	277,409	-	277,409	178,757	
Beginning Fund Balance - October 1, 2023	<u>\$ 2,736,473</u>	<u>\$ 15,862</u>	<u>\$ 2,752,335</u>	<u>\$ 2,752,335</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 3,013,882</u>	<u>\$ 15,862</u>	<u>\$ 3,029,744</u>	<u>\$ 2,931,092</u>	

**City of Live Oak
Abatement Fund**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Service Fees	\$ 7,000	\$ -	\$ 7,000	\$ 34,247	0%
Total Revenues:	7,000	-	7,000	34,247	0%
Expenditures:					
Public Works	16,000	-	16,000	-	0%
Total Expenditures	16,000	-	16,000	-	0%
Excess (Deficiency) of Revenues Over (Under) Expenditures	(9,000)	-	(9,000)	34,247	
Other Sources and Uses:					
Interfund Transfers In	10,000	-	10,000	2,500	0%
Total Other Sources and Uses:	10,000	-	10,000	2,500	0%
Net Change in Fund Balance	1,000	-	1,000	36,747	
Beginning Fund Balance - October 1, 2023	\$ 7,354	\$ 4,800	\$ 12,154	\$ 12,154	
Ending Fund Balance - February 29, 2024	\$ 8,354	\$ -	\$ 13,154	\$ 48,901	

**City of Live Oak
Debt Service Fund**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Taxes - Ad Valorem	\$ 2,135,686	\$ -	\$ 2,135,686	\$ 2,008,360	94%
Interest	12,000	-	12,000	15,647	130%
Total Revenues:	<u>2,147,686</u>	<u>-</u>	<u>2,147,686</u>	<u>2,024,007</u>	<u>94%</u>
Expenditures:					
Debt Service	<u>3,234,450</u>	<u>-</u>	<u>3,234,450</u>	<u>540,725</u>	<u>17%</u>
Total Expenditures	<u>3,234,450</u>	<u>-</u>	<u>3,234,450</u>	<u>540,725</u>	<u>17%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(1,086,764)	-	(1,086,764)	1,483,282	
Other Sources and Uses:					
Interfund Transfers In	<u>1,086,764</u>	<u>-</u>	<u>1,086,764</u>	<u>271,691</u>	<u>25%</u>
Total Other Sources and Uses:	<u>1,086,764</u>	<u>-</u>	<u>1,086,764</u>	<u>271,691</u>	<u>25%</u>
Net Change in Fund Balance	-	-	-	1,754,973	
Beginning Fund Balance - October 1, 2023	<u>\$ 497,180</u>	<u>\$ 44,362</u>	<u>\$ 541,542</u>	<u>\$ 541,542</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 497,180</u>	<u>\$ 44,362</u>	<u>\$ 541,542</u>	<u>\$ 2,296,515</u>	

**City of Live Oak
Forfeiture Fund**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Fines & Forfeitures	\$ 52,000	\$ -	\$ 52,000	\$ 31,600	61%
Interest	3,000	-	3,000	5,734	0%
Total Revenues:	<u>55,000</u>	<u>-</u>	<u>55,000</u>	<u>37,334</u>	<u>68%</u>
Expenditures:					
Federal Forfeitures	103,000	-	103,000	\$ 3,500	3%
State Forfeitures	-	-	-	-	0%
Total Expenditures	<u>103,000</u>	<u>-</u>	<u>103,000</u>	<u>\$ 3,500</u>	<u>3%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(48,000)	-	(48,000)	\$ 33,834	
Net Change in Fund Balance	(48,000)	-	(48,000)	\$ 33,834	
Beginning Fund Balance - October 1, 2023	<u>\$ 203,429</u>	<u>\$ 144,201</u>	<u>\$ 347,630</u>	<u>\$ 347,630</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 155,429</u>	<u>\$ 144,201</u>	<u>\$ 299,630</u>	<u>\$ 381,464</u>	

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

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Grants & Intergovernmental Allocations	\$ -	\$ -	\$ -	\$ -	0%
Interest	-	-	-	-	0%
Total Revenues:	-	-	-	-	0%
Expenditures:					
Project Construction	-	-	-	-	0%
Total Expenditures	-	-	-	-	0%
Net Change in Fund Balance	-	-	-	-	
Beginning Fund Balance - October 1, 2023	\$ -	\$ -	\$ -	\$ -	
Ending Fund Balance - February 29, 2024	\$ -	\$ -	\$ -	\$ -	

**City of Live Oak
Child Safety Fund**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Grants & Intergovernmental Allocations	\$ 16,000	\$ -	\$ 16,000	\$ 6,156	38%
Interest	4,000	-	4,000	3,015	75%
Total Revenues:	<u>20,000</u>	<u>-</u>	<u>20,000</u>	<u>9,171</u>	<u>46%</u>
Expenditures:					
Police Department	3,500	-	3,500	380	11%
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>380</u>	<u>1%</u>
Net Change in Fund Balance	(30,735)	-	(30,735)	8,791	
Beginning Fund Balance - October 1, 2023	<u>\$ 152,329</u>	<u>\$ 1,461</u>	<u>\$ 153,790</u>	<u>\$ 153,790</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 121,594</u>	<u>\$ 1,461</u>	<u>\$ 123,055</u>	<u>\$ 162,581</u>	

**City of Live Oak
Court Technology Fund**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Fines & Forfeitures	\$ 13,000	\$ -	\$ 13,000	\$ 6,927	53%
Interest	2,000	-	2,000	2,712	136%
Total Revenues:	<u>15,000</u>	<u>-</u>	<u>15,000</u>	<u>9,639</u>	<u>64%</u>
Expenditures:					
Municipal Court	<u>26,000</u>	<u>-</u>	<u>26,000</u>	<u>10,138</u>	<u>39%</u>
Total Expenditures	<u>26,000</u>	<u>-</u>	<u>26,000</u>	<u>10,138</u>	<u>39%</u>
Net Change in Fund Balance	(11,000)	-	(11,000)	(499)	
Beginning Fund Balance - October 1, 2023	<u>\$ 118,326</u>	<u>\$ 973</u>	<u>\$ 119,299</u>	<u>\$ 119,299</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 107,326</u>	<u>\$ 973</u>	<u>\$ 108,299</u>	<u>\$ 118,800</u>	

**City of Live Oak
Court Security Fund**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Fines & Forfeitures	\$ 13,000	\$ -	\$ 13,000	\$ 8,192	63%
Interest	1,000	-	1,000	1,249	125%
Total Revenues:	<u>14,000</u>	<u>-</u>	<u>14,000</u>	<u>9,441</u>	<u>67%</u>
Expenditures:					
Municipal Court	<u>25,375</u>	<u>-</u>	<u>25,375</u>	<u>5,973</u>	<u>24%</u>
Total Expenditures	<u>25,375</u>	<u>-</u>	<u>25,375</u>	<u>5,973</u>	<u>24%</u>
Net Change in Fund Balance	(11,375)	-	(11,375)	3,468	
Beginning Fund Balance - October 1, 2023	<u>\$ 64,252</u>	<u>\$ 5,283</u>	<u>\$ 69,535</u>	<u>\$ 69,535</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 52,877</u>	<u>\$ 5,283</u>	<u>\$ 58,160</u>	<u>\$ 73,003</u>	

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

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Occupancy Tax	\$ 615,000	\$ -	\$ 615,000	\$ 143,906	23%
Interest	25,000	-	25,000	29,187	0%
Total Revenues:	<u>640,000</u>	<u>-</u>	<u>640,000</u>	<u>173,093</u>	<u>27%</u>
Expenditures:					
Administration Department	<u>640,000</u>	<u>-</u>	<u>640,000</u>	<u>149,329</u>	<u>23%</u>
Total Expenditures	<u>640,000</u>	<u>-</u>	<u>640,000</u>	<u>149,329</u>	<u>23%</u>
Net Change in Fund Balance	-	-	-	23,764	
Beginning Fund Balance - October 1, 2023	<u>\$ 1,286,958</u>	<u>\$ (460)</u>	<u>\$ 1,286,498</u>	<u>\$ 1,286,498</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 1,286,958</u>	<u>\$ (460)</u>	<u>\$ 1,286,498</u>	<u>\$ 1,310,262</u>	

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

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Service Use Fees	\$ 5,000	\$ -	\$ 5,000	\$ 450	9%
Interest	2,000	-	2,000	1,829	91%
Total Revenues:	<u>7,000</u>	<u>-</u>	<u>7,000</u>	<u>2,279</u>	<u>33%</u>
Expenditures:					
Emergency Radio System	19,070	-	19,070	809	4%
Total Expenditures	<u>19,070</u>	<u>-</u>	<u>19,070</u>	<u>809</u>	<u>4%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(12,070)	-	(12,070)	1,470	
Other Sources and Uses:					
Interfund Transfers Out	(10,000)	-	(10,000)	(2,500)	25%
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	(22,070)	-	(22,070)	(1,030)	
Beginning Fund Balance - October 1, 2023	<u>\$ 93,634</u>	<u>\$ 511</u>	<u>\$ 94,145</u>	<u>\$ 94,145</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 71,564</u>	<u>\$ 511</u>	<u>\$ 72,075</u>	<u>\$ 93,115</u>	

**City of Live Oak
PEG Fund**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Franchise Fee	\$ 45,000	\$ -	\$ 45,000	\$ 12,933	29%
Total Revenues:	45,000	-	45,000	12,933	29%
Expenditures:					
Capital Outlay	65,000	-	65,000	-	0%
Total Expenditures	65,000	-	65,000	-	0%
 Net Change in Fund Balance	 (20,000)	 -	 (20,000)	 12,933	
 Beginning Fund Balance - October 1, 2023	 \$ 430,444	 \$ 1,717	 \$ 432,161	 \$ 432,161	
Ending Fund Balance - February 29, 2024	<u>\$ 410,444</u>	<u>\$ 1,717</u>	<u>\$ 412,161</u>	<u>\$ 445,094</u>	

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

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Intergovernmental	\$ 52,000	\$ -	\$ 52,000	\$ -	0%
Total Revenues:	52,000	-	52,000	-	0%
Expenditures:					
Capital Outlay	44,640	-	44,640	21,896	49%
Total Expenditures	44,640	-	44,640	21,896	49%
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	7,360	-	7,360	(21,896)	
Other Sources and Uses:					
Interfund Transfers In	6,500	-	6,500	6,500	100%
Total Other Sources and Uses:	6,500	-	6,500	6,500	100%
Net Change in Fund Balance	13,860	-	13,860	(15,396)	
Beginning Fund Balance - October 1, 2023	<u>\$ 86,457</u>	<u>\$ (10,832)</u>	<u>\$ 75,625</u>	<u>\$ 75,625</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 100,317</u>	<u>\$ (10,832)</u>	<u>\$ 89,485</u>	<u>\$ 60,229</u>	

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

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Interest	\$ 400,000	\$ -	\$ 400,000	\$ 397,611	0%
Total Revenues:	400,000	-	400,000	397,611	0%
Expenditures:					
Professional Fees	305,000	-	305,000	-	0%
Construction Costs	17,833,362	296,700	18,130,062	4,505,401	25%
Total Expenditures	<u>18,138,362</u>	<u>296,700</u>	<u>18,435,062</u>	<u>4,505,401</u>	<u>24%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(17,738,362)	(296,700)	(18,035,062)	(4,107,790)	
Net Change in Fund Balance	(17,738,362)	(296,700)	(18,035,062)	(4,107,790)	
Beginning Fund Balance - October 1, 2023	<u>\$ 17,738,362</u>	<u>\$ 296,700</u>	<u>\$ 18,035,062</u>	<u>\$ 18,035,062</u>	
Ending Fund Balance - February 29, 2024	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,927,272</u>	

**City of Live Oak
Capital Projects Fund**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Interest	\$ 75,000	\$ -	\$ 75,000	\$ 99,709	133%
Total Revenues:	75,000	-	75,000	99,709	133%
Expenditures:					
Professional Fees	855,000	-	855,000	11,851	1%
Capital Outlay - Equipment	389,328	200,000	589,328	367,848	62%
Construction	1,978,598	-	1,978,598	391,069	20%
Total Expenditures	<u>3,222,926</u>	<u>200,000</u>	<u>3,422,926</u>	<u>770,768</u>	<u>23%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(3,147,926)	(200,000)	(3,347,926)	(671,059)	
Other Sources and Uses:					
Interfund Transfers In	1,847,500	200,000	2,047,500	511,875	25%
Total Other Sources and Uses:	<u>1,847,500</u>	<u>200,000</u>	<u>2,047,500</u>	<u>511,875</u>	<u>25%</u>
Net Change in Fund Balance	(1,300,426)	-	(1,300,426)	(159,184)	
Beginning Fund Balance - October 1, 2023	<u>\$ 2,922,183</u>	<u>\$ 1,832,401</u>	<u>\$ 4,754,584</u>	<u>\$ 4,754,584</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 1,621,757</u>	<u>\$ 1,832,401</u>	<u>\$ 3,454,158</u>	<u>\$ 4,595,400</u>	

**City of Live Oak
Utility Operations Fund**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Utility Revenue	\$ 5,849,250	\$ -	\$ 5,849,250	\$ 2,680,144	46%
Total Revenues:	5,849,250	-	5,849,250	2,680,144	46%
Expenditures:					
Administration Department	317,200	-	317,200	116,608	37%
Public Works General	4,926,647	-	4,926,647	2,575,583	52%
Total Expenditures	<u>5,243,847</u>	<u>-</u>	<u>5,243,847</u>	<u>2,692,191</u>	<u>51%</u>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	605,403	-	605,403	(12,047)	
Other Sources and Uses:					
Interfund Transfers In	29,500		29,500	7,375	25%
Interfund Transfers Out	(667,002)	-	(667,002)	(166,751)	25%
Total Other Sources and Uses:	<u>(637,502)</u>	<u>-</u>	<u>(637,502)</u>	<u>(159,376)</u>	<u>25%</u>
Net Change in Fund Balance					
	(32,099)	-	(32,099)	(171,423)	
Beg. Net Working Cap - October 1, 2023					
	\$ 384,461	\$ (112,112)	\$ 272,349	\$ 272,349	
End. Net Working Cap. - February 29, 2024					
	<u>\$ 352,362</u>	<u>\$ (112,112)</u>	<u>\$ 240,250</u>	<u>\$ 100,926</u>	

City of Live Oak
Utility Development and Renewals/Replacement Fund

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Interest	\$ 25,000	\$ -	\$ 25,000	\$ 21,610	86%
Miscellaneous	75,000	-	75,000	-	0%
Total Revenues:	<u>100,000</u>	<u>-</u>	<u>100,000</u>	<u>21,610</u>	<u>22%</u>
Expenditures:					
Public Works General	605,000	-	605,000	176,804	29%
Total Expenditures	<u>605,000</u>	<u>-</u>	<u>605,000</u>	<u>176,804</u>	<u>29%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(505,000)	-	(505,000)	(155,194)	
Other Sources and Uses:					
Interfund Transfers In	310,000	-	310,000	77,500	25%
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	(195,000)	-	(195,000)	(77,694)	
Beginning Fund Balance - October 1, 2023	<u>\$ 998,278</u>	<u>\$ 31,409</u>	<u>\$ 1,029,687</u>	<u>\$ 1,029,687</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 803,278</u>	<u>\$ 31,409</u>	<u>\$ 834,687</u>	<u>\$ 951,993</u>	

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

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Utility Revenue	\$ 658,000	\$ -	\$ 658,000	\$ 268,909	41%
Total Revenues:	658,000	-	658,000	268,909	41%
Expenditures:					
Operations	872,200	-	872,200	257,202	29%
Total Expenditures	872,200	-	872,200	257,202	29%
Excess (Deficiency) of Revenues Over (Under) Expenditures	(214,200)	-	(214,200)	11,707	
Other Sources and Uses:					
Interfund Transfers Out	(43,231)	-	(43,231)	(10,808)	25%
Total Other Sources and Uses:	(43,231)	-	(43,231)	(10,808)	25%
Net Change in Fund Balance	(257,431)	-	(257,431)	899	
Beg. Net Working Cap - October 1, 2023	<u>\$ 395,877</u>	<u>\$ (32,311)</u>	<u>\$ 363,566</u>	<u>\$ 363,566</u>	
End. Net Working Cap. - February 29, 2024	<u>\$ 138,446</u>	<u>\$ (32,311)</u>	<u>\$ 106,135</u>	<u>\$ 364,465</u>	

**City of Live Oak
Economic Development Corporation**

For the Period Ending February 29, 2024

	<u>Original Budget</u>	<u>Budget Adjustments</u>	<u>Current Budget</u>	<u>Year-to-Date Actual</u>	<u>%</u>
Revenue:					
Taxes - Other	\$ 2,833,886	\$ -	\$ 2,833,886	\$ 1,145,023	40%
Interest	135,000	-	135,000	128,127	95%
Total Revenues:	<u>2,968,886</u>	<u>-</u>	<u>2,968,886</u>	<u>1,273,150</u>	<u>43%</u>
Expenditures:					
Administration Department	783,420	-	783,420	212,577	27%
Utilities/Water Rights	300,000	-	300,000	-	0%
Land	157,310	-	157,310	1,509	1%
Unspecified Projects	100,000	-	100,000	-	0%
Total Expenditures	<u>1,340,730</u>	<u>-</u>	<u>1,340,730</u>	<u>214,086</u>	<u>16%</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,628,156	-	1,628,156	1,059,064	
Other Sources and Uses:					
Interfund Transfers Out	<u>(1,980,621)</u>	<u>(200,000)</u>	<u>(2,180,621)</u>	<u>(545,155)</u>	<u>25%</u>
Total Other Sources and Uses:	<u>(1,980,621)</u>	<u>(200,000)</u>	<u>(2,180,621)</u>	<u>(545,155)</u>	<u>25%</u>
Net Change in Fund Balance	(352,465)	(200,000)	(552,465)	513,909	
Beginning Fund Balance - October 1, 2023	<u>\$ 4,961,360</u>	<u>\$ (124,213)</u>	<u>\$ 4,837,147</u>	<u>\$ 4,837,147</u>	
Ending Fund Balance - February 29, 2024	<u>\$ 4,608,895</u>	<u>\$ (324,213)</u>	<u>\$ 4,284,682</u>	<u>\$ 5,351,056</u>	