

**CITY OF SANDY OAKS, TEXAS**  
**SPECIAL CITY COUNCIL MEETING MINUTES**  
**July 26, 2018 at 6:30 p.m.**

**Agenda Item 1.** Call to order and quorum call.

The meeting was called to order by Mayor Pro Tem Doug Tomasini at 6:30 p.m. Present for the meeting were Aldermen Anthony Garcia, Thomas Repino, David Tremblay, and Charles Fillinger. Also in attendance were City Attorney Casandra Ortiz and City Clerk Charlotte Rabe. Mayor Karen Tanguma was absent due to illness.

**Agenda Item 2.** Pledge of Allegiance.

Mayor Pro Tem Tomasini led the Pledge of Allegiance.

**Agenda Item 3.** Citizens to be heard. This item will be open for up to 30 minutes, with 3 minutes to each speaker. If there are more than 10 speakers, each will be given 2 minutes.

No citizens signed up to speak.

**Agenda Item 4.** Financial/Budget Report: The income and expenses will be reported by City Clerk Rabe and possible discussion.

City Clerk Rabe reported the June beginning of \$620,399.87, checks and payments of \$70,430.71, deposits of \$57,105.03, leaving an ending June balance of \$637,433.90.

**Agenda Item 5.** Update: Municipal Building, Park, Zoning by M&S Engineering (Presentation and possible discussion) and Via Transportation (Presentation and possible discussion)

M&S Engineering – Tom Turk provided Council with handouts and reminded Council that two weeks prior he received Council's approval to proceed with a zoning preliminary report. Mr. Turk said he would quickly explain the handouts, but wanted to give Council a chance to look over the report and that he would come back in the future to give more detail. Mr. Turk said the state requires an adoption of zoning regulations in compliance with a comprehensive plan/master plan and that the report they provide can be incorporated into the City's master plan. Mr. Turk provided exhibits; existing land use, proposed land use, and recommended zoning district. Also provided were written descriptions of each zoning district; four different residential zoning districts, one retail, one commercial/retail, and a public use (park, municipal land, etc.). He explained the reason for four different residential zoning districts is because of the different deed restrictions, that they tried to emulate the deed restrictions as best they could, and there is nothing in the zoning restrictions that exceeds the deed restrictions. Upon conclusion, Mr. Turk was asked to take the larger maps with him until the municipal building is open.

Via Transportation= Leroy Alloway?, Director of Government & Community Relations, handed out copies of his presentation. He explained a new service called Mobility on Demand, aka Micro Transit, which is similar to Uber or Lyft. A pilot is to begin in NE San Antonio in January 2019 and be evaluated at the three, six, nine, and twelve-month periods. If successful, Via's plan is to roll this service out to the community and surrounding areas. The goal is to keep the fare structure similar to what is currently being paid for bus fare. Mr. Alloway said Via has received requests to better understand the travel patterns for residents of Sandy Oaks, so they will be here for National Night Out and have a station set up to collect survey data from residents. He also mentioned that Mayor Tanguma suggested a survey link be included on the City's website. After answering a few of the aldermen's questions, Alderman Fillinger encouraged citizens to participate in Via's survey so they have a true understanding of the City's transportation needs.

Park = Per Alderman Fillinger, the paving of the parking lot extension is complete as well as the three handicap spots are up to ADA compliance. He also said we still need sealing on existing lot and striping done still.

**Agenda Item 6.** Consent Agenda. All matters listed under Consent Agenda are considered to be routine by the City Council of the City of Sandy Oaks and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

a) Approval of the minutes from the Regular City Council Meeting, June 14, 2018.

~~b) Approval of the minutes from the Special City Council Meeting, June 28, 2018.~~

c) Discuss, consider and/or possible action on approval for payment of April invoice no. 1165 from Kassahn & Ortiz, P.C. for city attorney services (not to exceed \$4,575.00).

d) Discuss, consider and/or possible action on approval for payment of May invoice no. 1168 from Kassahn & Ortiz, P.C. for city attorney services (not to exceed \$4,692.80).

Mayor Pro Tem Tomasini pulled item (b) stating the minutes were not ready to be approved. Alderman Tremblay made a motion to approve the remaining consent agenda items, which was seconded by Alderman Repino and passed unanimously.

#### Old Business

**Agenda Item 7.** Discuss and/or possible action approving vacation time, sick leave, and accrued time for employees.

Mr. Bret Martinis from M&S Engineering was available to answer any questions. Alderman Tremblay made the following motion: use the Lump Sum method for time off combining vacation, sick, and personal time at a rate of one hundred four (104) hours per year for years 0-5, adding an additional forty hours at the five year mark for a total of one hundred forty-four (144) hours a year for years 6-10 years and an additional forty hours at the ten year mark for a maximum of one hundred eighty-four (184) hours a year for years 11 and up. Paid holidays to be New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Bereavement leave to be three days for an immediate family member. As required by law, the City will utilize FMLA. Jury duty will be paid with the City requiring the summons and release. Paid military leave not to exceed the two-week annual duty for training. Accrued leave will be a "use or lose" method with all leave scheduled and used by the last pay period of the calendar year. If time off is scheduled for the last week of the year, which might include going into the new year, the time off can be taken as long as it is consecutive days. The motion was seconded by Alderman Repino and passed unanimously. (Needs to be written up in a policy handbook, per Alderman Fillinger).

**Agenda Item 8.** Discuss and/or possible action approving TML benefits package (TML Form).

After reviewing certain pages of the 138-page document, and determining the need for more clarification from TML (Bret Martinis would follow up), Alderman Tremblay made a motion to table the agenda item, which was seconded by Alder Fillinger and passed unanimously.

#### New Business

**Agenda Item 9.** Discuss and/or possible action approving TML hiring package.

This agenda item was pulled by Mayor Pro Tem Tomasini. Not ready to be discussed.

**Agenda Item 10.** Discuss and/or possible action approving hourly wage for newly appointed city clerk and approve cross training pay for newly appointed city clerk while she trains with current clerk.

Alderman Tremblay made a motion to set the City Clerk's hourly rate at \$11.54/hr. The motion was seconded by Alderman Repino and passed unanimously.

**Agenda Item 11.** Discuss and/or possible action approving city clerk's office expenses for opening the office.

Alderman Tremblay made a motion to approve a cost not to exceed \$2,000 for office equipment to include a laptop computer, wireless printer, and miscellaneous office supplies. This motion was seconded by Alderman Fillinger and passed unanimously.

**Agenda Item 12.** Discuss and/or possible action on approving the cost and purchase for Public Works equipment. Alderman Fillinger made a motion to approve a cost not to exceed 5,000 for Animal Control items and \$5,000 for Public Works tools and equipment. This motion was seconded by Alderman Tremblay and passed unanimously.

**Agenda Item 13.** Discuss and/or possible action on approving funding for repair of the Island/Rock Entrance on Waterwood Pass, installation of protective barrier poles, and replacement of the "Waterwood" lettering sign with lettering that will read "Sandy Oaks."

Alderman Tremblay provided a quote for the Island/Rock Entrance of \$2,200 to include labor, one pallet of rocks, and six 10-foot posts that would be set two feet into the ground and painted safety yellow. He then provided two quotes for the island lettering. One quote of \$1,891 and the other of \$2,460, both of which would include removing old and installing new letters, twelve inches in size, ¼ inch thick, aluminum. Alderman Tremblay made a motion to approve the entrance repair not to exceed \$2,200 and approve Southwell Co. to replace the lettering not to exceed \$4,000. This motion was seconded by Alderman Garcia and passed unanimously.

**Agenda Item 14.** Discuss and/or possible action on quotes to repair and or replace guardrail damage on Waterwood Pass Dr.

After reviewing quotes from three different companies, Alderman Fillinger made a motion to accept the \$5,853 bid from D&C Services to replace the damaged guardrail on Waterwood Pass. Alderman Tomasini seconded the motion with an amendment not to exceed \$6,000. A vote was taken to accept the amendment, which passed unanimously and the main motion also passed unanimously.

**Agenda Item 15.** Discuss and/or possible action on fiber optic internet service and phone service for the municipal building and related costs.

After reviewing and discussing the price quotes received from AT&T, Verizon, and Alamo Broadband, Alderman Tremblay made a motion to have the City Clerk, Charlotte Rabe, contact Alamo Broadband to set up service at the municipal building and check into purchasing and setting up eight mobile phones and a jet pack with Verizon. This motion was seconded by Alderman Garcia and passed unanimously. Not as part of the motion, but on a side note, Alderman Tremblay suggested no public access to the City's WiFi during meetings to ensure no slow or down time coverage.

**Agenda Item 16.** Discuss and/or approve funding for installation of an outdoor security light to be placed above the new door and ADA ramp on the municipal building and trouble shooting and mapping of electrical system throughout the park.

Alderman Filling made a motion to install a new door light on the municipal building as required by National Electric Code, hire Mr. Sparky to troubleshoot and map all the existing electrical work in the park, to replace the existing light nearest to the municipal building and to install a new pole and light between the new parking lot extension and the street at the traffic circle, not to exceed \$8,500 total. Seconded by Alderman Tremblay and passed unanimously.

**Agenda Item 17.** Discuss and/or possible action on replacing the existing city web site provider from GoDaddy to another company.

Alderman Tomasini said his intent was to provide information, but not yet decide on whether to stay with GoDaddy or chose another company. He then made a motion to table the item until the next meeting, which was seconded by Alderman Fillinger and passed unanimously.

**Agenda Item 18.** Discuss and/or possible action on an Ordinance amending the 2017-2018 budget for municipal purposes, land acquisition, city clerk salary, clerk's office estimated expenses, electricity (cover cost for extra lights), Street Surface Maintenance, Park Parking Lot expense, bathroom repair expenses, public works equipment expenses, guardrail costs, Waterwood Island expenses, city website costs, and cost for meeting room rental.

Alderman Tremblay made a motion to move to amend the 2017-2018 budget as follows:

\$3,713.64 from Animal Control Officer Other to Land Acquisition  
\$1,706.65 from Animal Control Officer Other to Municipal Building  
\$2,000 from Animal Control Officer Other to Expense: Supplies  
\$12,000 from Marshal Office Equipment to Street Surface Maintenance  
\$40,000 from Municipal Court Other to Municipal Building Other  
\$6,000 from Marshal Office Salary to Park Ground Projects  
\$5,000 from Municipal Court Clerk to Public Works Equipment  
\$4,200 from Municipal Court Judge to Street Surface Maintenance and  
\$700 from Municipal Court Equipment to Rental/Parking/Storage Fees  
Motion was seconded by Alderman Garcia and passed unanimously.

**Agenda Item 19.** Discuss and/or possible action on formal request to Bexar County Elections Department for a change in polling/voting location of the General and Special Election.

City Attorney, Casandra Ortiz, mentioned that she discussed with the Elections Administrator about holding the elections within the City limits in the municipal building. The Elections Administrator advised not doing so this year with the municipal building not yet open and the elections office needs to prepare for early voting, as well as the concern that it may confuse some citizens. Alderman Tremblay made a motion to keep the voting place at Freedom Elementary School for the November 6, 2018 election. The motion was seconded by Alderman Repino and passed unanimously.

**Agenda Item 20.** Discuss and/or possible action on Resolution of the City Council of the City of Sandy Oaks, Texas ordering a General Election to be held on November 6, 2018, for the purpose of electing the Mayor, Alderman Place 2 and Alderman Place 4; designating location of polling place; ordering notice of election to be given as prescribed by law in connection with such election; authorizing execution of joint agreement; and providing for an effective date. (*Discuta, considere y/o posible accion en una resolucio de Consejo Municipal De la Ciudad de Sandy Oaks, Texas pide una eleccion General que se celebrarar el 6 de Noviembre de 2018, con el proposito de elegir el alcalde, el concejal de lugar 2 y el concejal de lugar 4; designación de ubicación del lugar de votación; pedidos aviso de elección para darse prevista por la ley en relación con dicha elección; autorizar el acuerdo conjunto; y modo de una fecha de vigencia.*)

Alderman Fillinger made a motion to approve the resolution as written. The motion was seconded by Alderman Repino and passed unanimously.

**Agenda Item 21.** Discuss and/or possible action on a Resolution of the City Council of the City of Sandy Oaks, Texas ordering a Special Election to be held on November 6, 2018, for the purpose of electing Alderman Place 1 (Unexpired Term); designating location of polling place; ordering notice of election to be given as prescribed by law in connection with such election; authorizing execution of joint agreement; and providing for an effective date. (*Discuta, considere y/o posible accion en una resolucio de Consejo Municipal De la Ciudad de Sandy Oaks, Texas pide una eleccion especial que se celebrarar el 6 de Noviembre de 2018, con el proposito de elegir el concejal de lugar 1 (Para el Resto del Mandado); designación de ubicación del lugar de votación; pedidos aviso de elección para darse prevista por la ley en relación con dicha elección; autorizar el acuerdo conjunto; y modo de una fecha de vigencia.*)

Alderman Fillinger made a motion to approve the resolution as written. The motion was seconded by Alderman Tremblay and passed unanimously.

**Agenda Item 22.** Public comments on a comprehensive master plan for the City. An open public forum format will be followed. There will be no votes or any formal actions taken on subjects discussed as this public comment will only allow members of the public to present ideas and information to city officials and consultants. Alderman Fillinger made a motion to table this agenda item for further discussion at a later date (left open). This was seconded by Alderman Garcia and passed unanimously.

**Agenda Item 23.** Adjourn.  
Alderman Fillinger made a motion to adjourn at 10:10 p.m.

PASSED AND APPROVED ON THIS 11<sup>th</sup> day of October, 2018

ATTEST:

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*Katherine Yelton*  
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City Clerk  
Katherine Yelton

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*Karen Mendiola Tanguma* 10/15/2018 12:47:53 PM PDT  
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Mayor  
Karen Mendiola Tanguma