

CITY OF SANDY OAKS, TEXAS
REGULAR CITY COUNCIL MEETING MINUTES
February 14, 2019 at 6:30 p.m.

1. **Call to order and quorum call.** Mayor Ball called the meeting to order at 6:30 p.m. In attendance were Aldermen Tremblay, Repino, Walker, Tomasini, and Garcia, Interim City Administrator Ken Roberts, City Attorney Leslie Kassahn, City Clerk Katherine Yelton, and Municipal Judge Linda Molina.

2. **Pledge of Allegiance.** Mayor Ball led the Pledge of Allegiance

The guest had not arrived yet, so Mayor Ball proceeded to the next agenda items.

4. **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.

5. **Municipal Court**

- a) Discuss and/or possible action on appointing a Court Clerk and establishing compensation. Mayor Ball nominated Susie Cantu who accepted the nomination. Alderman Walker made a motion to appoint Ms. Cantu to the position of Court Clerk, which was seconded by Alderman Repino and passed unanimously. After some discussion regarding the rate of pay, Alderman Tremblay made a motion to set the Court Clerk's compensation at \$25 an hour as a part-time employee, which was seconded by Alderman Repino and passed unanimously. Judge Molina asked about mileage reimbursement, which was tabled for a later time.
- b) Discuss and/or possible action on approving Court and Judge purchases. Judge Molina submitted a reimbursement request in the amount of \$408.00 that consisted of an hour meeting with the Mayor and Marshal, as well as reimbursement for a Regional Judge's Seminar and court books purchased at the seminar. Alderman Tremblay made a motion to approve the reimbursement cost not to exceed \$480.00, which was seconded by Alderman Garcia and passed unanimously.

Mayor Ball returned to agenda item 3 since the guest, Richard Castanon had arrived.

3. **Guests**

- a) Presentation from Richard Castanon, Partnership Specialist with the United States Census Bureau, on the 2020 census with possible discussion. Mr. Castanon said the Bureau is starting a Community Partnership & Engagement Program (CPEP), the basis of which is organizing a public campaign to bring awareness to the upcoming census. He mentioned the first step of the campaign would be a letter to citizens to choose the option on how they would like to participate in the census; either by phone, online, or by mail. The letters will start being mailed in February through March 2020 so that they are received back by April 1st, which has been designated as the official 2020 Census Day. One CPEP goal is to have communities establish "Complete Count Committees", the members of which would be made up of at least seven citizens to work on an awareness plan for Sandy Oaks, mainly to explain that the census is coming and what to do when the letter is received. Once the committee is established, Mr. Castanon would return to conduct some training. It was suggested that the committee meet as often as needed to come up with the best ways to inform the community of the census and what to do when the letter is received, i.e. posters

at Valero, signs around the City, etc. He also mentioned that some cities draw up resolutions to create the Complete Count Committee, but it is not necessary. The second part of the CPEP operation is the “non-response follow-up” for those who did not respond to the census. Mr. Castanon said they will be hiring 500,000 to 750,000 enumerators nationwide who will fan out as early as April 10 to every county and start knocking on doors. The county will have three area census offices located in San Antonio who will be hiring. A website will be created for citizen to create a profile so that when the hiring begins, they can be informed of job openings.

5. **Income and Expenses.** This item will be reported by City Clerk Katherine Yelton and possible discussion. Beginning balance as of Jan 1, 2019 was \$583,127.53, Check & Payments of \$54,700.67, Deposits & Credits of \$74,534.79, Uncleared Check & Payments of \$3,790.51, leaving an ending balance as of Jan 31, 2019 of \$599,171.14. Mayor Ball asked that going forward a monthly report is provided to Council that shows the year-to-date expenses against the annual budget.
6. **Consent Agenda.** All matters listed under Consent Agenda are considered 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) Approve minutes from the January 10, 2019 Regular City Council Meeting
 - b) Approve minutes from the January 21, 2019 Special City Council Meeting
 - c) Approve invoice No. 1194 from Kassahn & Ortiz, P.C. for City Attorney services not to exceed \$6,030

Alderman Tremblay made a motion to approve the consent agenda as presented, which was seconded by Alderman Repino and passed unanimously.

7. Administration

- a) Discuss and/or possible action on a membership with National Association of Town Watch (NATW) and the City officially coordinating and sponsoring the annual National Night Out event for 2019 and succeeding years. Alderman Repino made a motion to join the NATW with an annual membership fee of \$35.00, which was seconded by Alderman Tremblay and passed unanimously.
- b) Update on movement/change of location of Tiger Dumpster(s) from City right-of-way. Mayor Ball explained the true meaning of a city’s right-of-way is for utility easements. The dumpsters are creating a problem for the current laying of fiber optics and mowing, and this is also an effort to clean up the community. As a general rule, the City’s right-of-way is the area up to the utility pole; therefore, dumpsters must be placed on the other side of the utility pole in a way that Tiger Sanitation can access the owner’s property to service the dumpster, which is totally at Tiger Sanitation’s discretion.
- c) Discuss and/or possible action on a Resolution approving an agreement Authorizing Participation in the TexPool Investment Pools and Designating an Authorized Representative. Alderman Repino made a motion to approve the resolution authorizing participation in the TexPool Investment Pool and designating himself, City Administrator Ken Roberts, and Alderman Walker as authorized representatives, which was seconded by Alderman Tomasini, and passed unanimously. Mayor Ball mentioned that when the forms are being completed, one of the three authorized representatives will be designated as having

the primary responsibility for performing transactions and receiving confirmations and monthly statements.

- d) Discuss and/or possible action on approving RFP for Banking Services & Publication. Alderman Repino made a motion to approve the publication for the RFP in the Wilson County News for two editions and also hand deliver to banks that the City would like to consider for banking services. This was seconded by Alderman Tremblay and passed unanimously.
- e) Discuss and/or possible action on use of City owned property for community events. Mayor Ball said she would like to entertain the City approving events on City property at Waterwood Pass and the City Park, i.e. Food Bank, rummage sales, National Night Out, etc. Alderman Tremblay questioned citizen-initiated events in the City Park like tournaments or family reunions. The City Attorney explained that such events would require creating an agreement, guidelines, and waivers that citizens would need to sign. She suggested that the City Administrator work with the City Attorney and come back to Council at a later time to present those items for consideration and approval. Alderman Tremblay made a motion to approve the use of city-owned property for community events sponsored by the City, which was seconded by Alderman Garcia and passed unanimously.
- f) Discuss and/or possible action on approving a City Employee Safety Manual and implementing safety practices as outlined. Alderman Tomasini made a motion to approve and implement the Safety Manual as outlined, which was seconded by Alderman Garcia and passed unanimously.
- g) Discuss and/or possible action on approving a petty cash procedure for the City Clerk to reimburse expenses and collect/make change for fees. Alderman Tremblay made a motion to approve a petty cash procedure with a limit of \$50.00 on hand and to be reconciled monthly. This was seconded by Alderman Repino and passed unanimously.
- h) Discuss and/or possible action on citizen donation of safe and designation of use and/or give authorization to City official or employee to determine use. Alderman Repino made a motion to accept the safe from Ms. Lenore Robinson to be used by the City Clerk and thanked Ms. Robinson for the donation. This was seconded by Alderman Garcia and passed unanimously.

8. City Marshal

- a) Discuss and/or possible action on approving City Marshal's purchases. Marshal Ibarra referred to a list presented to Council and stated that the first two items, a laptop and a printer, are needed as soon as possible since he has been using his own personal computer and printer. Mayor Ball questioned if items 3 through 6 (vehicle lights, push bumper, and gun rack) are transferrable to another vehicle, which Marshal Ibarra confirmed they are. Item 7, Body Camera, was pulled until further research is done regarding the cost for storage of the camera information. Item 8, Crime Scene Equipment, was pulled until the Marshal's duties and responsibilities are defined. The other items, 9 through 13, were Road Flares, Flare Container, Light Sticks, Utility Knife, and Emergency Response Knife. Alderman Tremblay made a motion to purchase the items on the list that were not pulled for an amount not to exceed \$2,200, which was seconded by Alderman Repino and passed unanimously.
- b) Discuss and/or possible action on an Interlocal Agreement with Bexar County/Bexar County Sheriff's Office for dispatch services.

- c) Discuss and/or possible action on a Memorandum of Understanding regarding dispatch services with the Bexar County Sheriff's Office.
- d) Discuss and/or possible action on a non-terminal agreement with Bexar County Sheriff Dispatch.

Items b, c, and d were pulled as a complete ILA was not yet received from Bexar County. City Administrator, Ken Roberts, asked if the Mayor would be willing to set an expectation that the Marshal submit recurring report of his activities and hours and things of the general nature that he's allowed to share so that the Council and citizens. Mayor Ball confirmed a conversation was already had with the Marshal that he submits weekly reports containing the types of calls he's addressing or types of situations that occur and a presentation of monthly activity reports would be an on-going agenda item.

9. Public Works

- a) Introduction of new public works employee and duties/work schedule with City. The new Public Works employee, Gus Godoy, was unable to attend the meeting, but Mayor Ball mentioned his name, his weekly hours, and the reason for hiring a part-time employee to buddy with the full-time employee.
- b) Update on Basketball Court. Mayor Ball mentioned the hoops are now complete with one at each end of the court and the court was pressure-washed and ready to be utilized.

10. Adjourn. Alderman Walker made a motion to adjourn at 8:43 p.m., which was seconded by Alderman Tomasini.

PASSED AND APPROVED ON THIS 14th DAY OF MARCH 2019.


Micki L. Ball
Mayor

ATTEST:


Katherine Yelton
City Clerk