

**CITY OF SANDY OAKS, TX**  
**COUNCIL MEETING MINUTES**

**June 11, 2015**

**INTRODUCTION**

The meeting was called to order by Pro-tem Earnest Gay at 6:30p.m.

Also present for the meeting were Aldermen David Tremblay, Earnest Gay, Doug Tomasini, Joel Ortega and Alderwoman Micki Ball. City Attorney Cassandra Ortiz. Mayor Clement had a medical issue and was not present.

**OPENING CEREMONIES**

The invocation was given by Alderman Tomasini, followed by the Pledge of Allegiance. The meeting was held outside due to mold issues in the clubhouse.

**Agenda Item 3** Citizens to be heard: B.J. Gillespie spoke on her concerns with the city looking into city wide garbage contract.

**Agenda Item 4** Financial Report: Receive report from City Clerk Charlotte Rabe on income, expenditures and current balance. Mrs. Rabe will also report on any outstanding bills (invoice) not yet paid. Mrs. Rabe reported a beginning balance of \$25,224.24, less payables of \$10,273.25 with an additional deposit from CPS of \$21,579.91 leaving us a balance of \$36,530.90 and one unpaid invoice from Wilson County News for \$111.20.

Mayor Pro-tem Gay requested that we move to agenda item 10 so that the speaker would not have to wait through the meeting.

**Agenda Item 10** Community Development Block Grant (CDBG) update and progress: CDBG application status. Alderman Tomasini called and requested Alma Perez, the Community Development and Housing Division Manager for Bexar County, to update us on our grant application with the CDBG for the city's Master Infrastructure Plan. She presented a CDBG Program Overview and a city Timeline. Public input supporting the Bexar County Commissioners Court approval of our grant should be in the offices at 233 N. Pecos #590, San Antonio, Tx 78207 Attn: Alma Perez by July 6<sup>th</sup>. A copy of the timeline is provided with the minutes. The city needs to be represented at the July 7<sup>th</sup> Commissioner Court and also on July 21<sup>st</sup>.

**Agenda Item 5** Conduct Swearing in of the City Marshal, Jesse Gutierrez. Mayor Pro-tem administered the Statement of Officer and the Oath of Office to Jesse Gutierrez.

**Agenda Item 6** Establish procedures and deadlines for the November 2015 City of Sandy Oaks City Council Elections for expiring council positions (Alderman places 1, 3 and 5). Mayor Pro-tem asked the city attorney about sitting council members running for another office, such as mayor. The attorney stated they could only run for one office. According to the Texas Secretary of State June 25<sup>th</sup> is the first day to file applications for a place on the ballot. August 24<sup>th</sup> is the last day to file applications. The city clerk will post a notice in the newspaper and it will be posted on the city's website. Mayor Pro-tem asked the city attorney to create a

resolution to establish procedures for sitting council members running for another office. Mayor Pro-tem said the resolution could be approved at the July 9<sup>th</sup> city council meeting. No action taken.

**Agenda Item 7** Unfinished Business: Instruct the City Attorney to prepare for signature, amended, erroneous and unprepared resolutions/ ordinances as previously submitted, adopted or signed, including but not limited to Ordinance 2014-1 (Rules of Order), 2014-2 (Procedures for agenda and meetings), 2014-6 (Date, time, location of City Council meetings) and Resolutions 2014-1 (Newspaper of Record), 2014-7 (Establishing Emergency Management Plan), 2014-9 (Adopting ESD6 for Emergency Services), and 2014-10 (Establishing P.O. Box for Official City Business). Alderman Tremblay's concern was that some of the errors or omissions were due to the previous city attorney and he should not be paid for them. The city attorney spoke with the previous attorney and he had stated that he had no work pending for the city. The council asked the city attorney to look into ensuring all ordinances and resolutions were correct and up to date.

**Agenda Item 8** Discuss and consider approving timeline and procedures for adopting the budget for fiscal year 2015-2016 (October 1, 2015 through September 30, 2016) A public hearing needs to be set to discuss the budget. The budget and the tax rate can be approved at the same meeting with a separate vote. The budget needs to be approved first and then set the tax rate. The attorney suggested that Agenda Item 8 and 9 be considered together and the council agreed. The city must adopt the budget by Sept 29, 2015 which is the date the tax rate must be submitted. It was agreed to have two public hearings for the budget and tax rate, Saturday July 11<sup>th</sup> at 10:00 am and Tuesday July 14<sup>th</sup> at 7:00 p.m. The mayor must file a proposed budget 15 days before the hearings. Alderman Ball made a motion to hold the public hearings Sat July 11<sup>th</sup> at 10:00 am and Tuesday July 14<sup>th</sup> at 7:00 p.m. and to instruct the city clerk to publish the notices. Seconded by Alderman Tremblay. Vote for was unanimous.

**Agenda Item 9** Discuss and consider approving timeline and procedures for adopting a property tax rate. This item was discussed with Agenda Item 8, in the minutes above. Alderman Ball made a motion to adopt the property tax rate at the August 13, 2015 council meeting. Alderman Tremblay seconded, Vote for was unanimous.

**Agenda Item 11** Discuss and consider an amendment to Ordinance 2014-6 establishing the date, time and location of City Council meetings to provide for an alternate date, time and location for meetings when necessary. Mayor Pro-tem Gay stated the reason this needs to be done is because there are issues with the clubhouse, he has been in communication with Mayor Clement, WPPOA president, who informed him that the building has insurance and the insurance company has been notified, he is waiting to hear from them. An alternate location needs to be found and the ordinance needs to be changed. Also, the cost involved needs to be discussed. The city attorney stated that at the upcoming budget hearing, the cost of renting another location could be added into the budget. The money needs to come out of the budget as rental and not the general reserve fund. A discussion was held on what could be done tonight. She stated that we could amend the ordinance tonight and that if a location is found for the next meeting, money can be designated for that. A discussion was held on the time of the meeting. Alderwoman Ball made a motion to amend ordinance 2014-6 to read that meetings will begin no earlier than 6:30 and to provide for an alternate location to be used, if the clubhouse is not usable.

Alderman Ortega seconded. Vote for was unanimous. Mayor Pro-tem told the audience that they would be notified if an alternate location is chosen.

**Agenda Item 12** Discuss Tax Assessor Collector required documents; Office of Bexar County Tax Assessor-Collector, Albert Uresti, and the Bexar appraisal district's office of Mr. Menting, requesting the City's official ordinances/resolutions regarding tax exemptions and our attorney of record for the collection of delinquent taxes. At the May 14th meeting, we approved the exemptions but did not pass an ordinance. They are waiting for these documents. Alderman Tremblay made a motion to instruct the city attorney to prepare a resolution identifying the items as listed in the May 14<sup>th</sup> meeting and another resolution selecting Linebarger, Goggan, Blair and Sampson, LLC as our attorney of record for the collection of delinquent taxes. Alderwoman Ball seconded. Vote for was unanimous.

**Agenda Item 13** Discuss and consider the offer from Bexar County Commissioners Court for the acquiring of vehicles for the City Marshal office. Alderwoman Ball asked Mr. Robinson from Judge Wolff's office to speak on the offer. Mr. Robinson stated that two offers were made by Judge Wolff and Commissioner Rodriguez to Mayor Clement. 1) to have vehicles donated and 2) purchase vehicles at a reduced price. Mayor Clement chose to have the vehicles donated. An SUV and a truck have been chosen and Mr. Robinson will keep us posted on the process of receiving these vehicles. Mr. Robinson said he would look into what amenities would be provided with the vehicles, such as lights, radio, etc. Alderwoman Ball thanked Mr. Robinson for his help and asked him to thank Judge Wolff and Commissioner Rodriguez for these vehicles.

**Agenda Item 14** Approve the minutes of the May 14, 2015 Regular City Council Meeting and June 01, 2015 Special City Council Meeting. Alderman Tomasini made a motion to accept the minutes as submitted. Alderman Tremblay. Vote for was unanimous.

Alderman Ortega made a motion to adjourn at 7:56. Alderwoman Ball seconded.

Attest 

City Clerk

Charlotte Rabe

PASSED AND APPROVED ON THIS 9<sup>th</sup> DAY OF July, 2015

 Earnest D. Gay

Mayor Pro-tem

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