

CITY OF SANDY OAKS, TX
SPECIAL CITY COUNCIL MEETING MINUTES

May 12, 2016

Agenda Item 1 Call to Order and Quorum Call. The meeting was called to order by Mayor Ball at 6:31 p.m. at the Braunig Lake RV Park. Present for the meeting were Mayor Micki Ball, Alderwomen B.J. Gillespie, Karen Tanguma, Melissa Matehuala and Aldermen David Tremblay and Doug Tomasini. Also, in attendance were City Attorney Cassandra Ortiz, City Clerk Charlotte Rabe.

Agenda Item 2 Mayor Ball led the Pledge of Allegiance.

Agenda Item 3. Discuss, consider and approve a resolution approving the selection of Wayne Beyer to conduct annual audit(s) for the City of Sandy Oaks beginning with fiscal year 2014/2015. Mayor Ball spoke on the process of the audit. A cost of between \$6,000.00 and \$8,500.00 was given. Alderman Tremblay made a motion to approve a resolution approving the selection of Wayne Beyer to conduct annual audit(s) for the City of Sandy Oaks beginning with fiscal year 2014/2015. Seconded by Alderwoman Tanguma. Motion passed.

Agenda Item 4 Citizens to be heard. Six citizens signed up to speak about various items

Agenda Item 5 Financial Report. City Clerk Charlotte Rabe reported a beginning balance of \$249,153.35 with expenses of \$5,800.56 and income of \$12,974.87, leaving an ending balance of \$256,327.66

Agenda Item 6 Consent agenda:

- a. Discuss and consider approval of the minutes from the April 13 Special City Council Meeting.
- b. Approve for payment invoice 1106 from Kassahn & Ortiz, P.C. in the amount of \$4,176.00.
- c. Approve for payment to Pulman, Cappuccio, Pullen, Benson & Jones, LLP of \$180.00 for legal services.
- d. Approve for payment to City of Elmendorf of \$192.00 for animal control services
- e. Approve for payment to City of Selma of \$186.00 for animal control services.
- f. Approve for payment to Alex Ramirez of \$140.00 for security services.
- g. Approve for payment to Screen Impression of \$500.00 for city vehicle signs/lettering.
- h. Approve for payment to Rickman Land Surveying of \$525.00 for map of City of Sandy Oaks to include Extraterritorial Jurisdiction.
- i. Authorize Mayor to execute contract with River City engineering for services as Municipal Engineer.

Alderman Tremblay made a motion to approve the consent agenda items a-i. Seconded Alderwoman Gillespie. Motion passed.

Agenda Item 7 Discuss, consider and approve an ordinance creating the position of City Administrator. Mayor Ball spoke on the need for a city administrator. Alderwoman Gillespie made a motion to approve an ordinance creating the position of City Administrator. Seconded by Alderwoman Matehuala. Motion passed.

Agenda Item 8 Discuss, consider and approve an ordinance amending the approved annual budget for fiscal year 2015/2016 to add/amend line items for City Administrator, City Clerk, municipal/Marshal offices, street lighting, street repairs and residential waste cleanup and creating a line item for receipt of monies for, Waterwood Park Property Owners Association (WPPOA). Mayor Ball presented the previous approved budget. A discussion was held on the budget to amend line items as needed. And to add a line item to receive the \$8,090.31 from the WPPOA. The approved budget is attached. Exhibit A is the previous budget with Exhibit B being the approved amended budget. Alderwoman Tanguma made a motion to approve the ordinance amending the approved annual budget for fiscal year 2015/2016. Seconded by Alderwoman Gillespie. Motion passed.

Agenda Item 9 Discuss, consider and approve a resolution approving an agreement with Texas First Group Replacement Service, Inc for interim City Administrator services and retaining Ken Roberts as interim City Administrator. Mayor Ball spoke about the group and the selection of Mr. Roberts. The contract was discussed. At 7:38 Alderwoman Matehuala left for personal reasons. The second part of this item is the selection of Kenneth Roberts. Mr. Roberts provided his resume and comes highly recommended. He has 19 years of city experience. Alderwoman Tanguma made a motion to approve a resolution approving an agreement with Texas First Group Replacement Service, Inc for interim City Administrator services and retaining Ken Roberts as interim City Administrator. Seconded by Alderwoman Gillespie. Motion passed.

Agenda Item 10 Discuss, consider and approve an ordinance establishing a policy for Citizens to be Heard and repealing Ordinance No. 2014-8. The original ordinance only allowed for Citizens to be Heard at regular meetings and this would allow for that agenda item to be put on the agenda for all meetings, if necessary. Alderwoman Tanguma made a motion to approve an ordinance establishing a policy for Citizens to be Heard and repealing Ordinance No. 2014-8. Seconded by Alderman Tomasini. Motion passed.

Agenda Item 11 Discuss, consider and approve amending ordinance 2016-42 establishing regulations prohibiting litter to include abatement procedures. This will allow the city to take care of any abatement issues and be able to charge and collect, from the property owner, for cleanup. Alderman Tomasini made a motion to approve amending ordinance 2016-42 establishing regulations prohibiting litter to include abatement procedures. Seconded by Alderwoman Gillespie.

Agenda Item 12 Discuss, consider and approve a contract with Tiger Sanitation for cleanup of residential waste. This is to take care of the trash piles identified as not picked up during the city wide bulk pickup. Mayor Ball explained what Tiger has proposed. They are estimating 15 hauls and 60 to 70 tons. The cost will be charged back to the property owner. Tiger has estimated the cost at between \$11,000 and \$15,000. The contract was discussed with the City Attorney. 163 properties have been identified. Alderman Tomasini made a motion to approve a contract with Tiger Sanitation for cleanup of residential waste. Seconded by Alderman Tremblay. Motion passed.

Agenda Item 13 Discuss consider and approve an ordinance adopting the 2015 Edition of the International Fire Code with possible amendments and repealing all ordinances adopting prior versions of the International Fire Code. It is a required ordinance. The ordinance was discussed. Alderman Tremblay made a motion to approve an ordinance adopting the 2015 Edition of the International Fire Code with possible amendments and

repealing all ordinances adopting prior versions of the International Fire Code. It is a required ordinance. Seconded by Alderwoman Tanguma. Motion passed.

Agenda Item 14 Discuss, consider and approve an ordinance adopting the 2015 Edition of the International Building Code, with possible amendments, and repealing all ordinances adopting prior version of the International Building Code. After discussing the issue, it was decided to postpone it until the next meeting. Alderman Tremblay made a motion to postpone Item 14 until the June Meeting. Seconded by Alderwoman Gillespie. Motion passed.

Agenda Item 15 Discuss, consider and approve a resolution to add an additional 20 street light to the CPS bill as a result of physical inventory conducted by CPS at the request of the City of Sandy Oaks. CPS spent a lot of time out here inventorying the lights. Alderman Tremblay made a motion to approve a resolution to add an additional 20 street light to the CPS bill as a result of physical inventory conducted by CPS at the request of the City of Sandy Oaks. Seconded by Alderwoman Tanguma. Motion passed.

Agenda Item 16 Discuss, consider and approve the addition or Worker's Compensation insurance to cover paid positions of City Clerk and City Administrator. Mayor Ball asked to strike Item 16 and bring it up at the June meeting.

Agenda Item 17 Discuss, consider and approve assignments of duties and payment of service to City Clerk. Duties were discussed; meeting preparation, minutes, financial, record keeping and others as required. It was determined that she works approximately 40 hours per month. Mayor Ball suggested coming up with a monthly salary. A discussion was held. It was decided at \$15 an hour for 40 hours per month for a total of \$600.00 per month plus mileage (at government rate) and expenses reimbursement. Alderwoman Tanguma made a motion to approve assignments of duties and payment of service to City Clerk retroactive to Jan 1, 2016. Seconded by Alderwoman Gillespie. Motion passed.

Agenda Item 18 Discuss, consider and approve an ordinance granting CenterPoint Energy Resources Cop. d/b/a CenterPoint Energy Gas Operations, the right, privilege and franchise to construct, install, extend, remove, replace abandon, operate and maintain its facilities within the public rights-of way of the City for the transportation, delivery, sale and distribution of natural gas. Mayor Ball pulled this item until a future meeting.

Agenda Item 19 Discuss, consider and select a bid from available quotes for repair of damaged roads within the City of Sandy Oaks. There are 3 bids to consider. Bids from Lonestar Erosion, Wagner Materials & Construction (Mr. Wagner explained his bid) and George Quintanilla. Alderman Tremblay made a motion to accept the bid from Wagner Materials & Construction. Seconded by Alderwoman Gillespie. Motion passed.

Agenda Item 20 Discuss, consider and approve additional General Liability Insurance coverage to include the area of Waterwood Park. Mayor Ball pulled this item as there was no quote available.

Agenda Item 21 Discuss, consider and approve a contract from Two Ponies Excavation Corp for reclamation of putt-putt golf course located in Waterwood Park. Austin Debold from Two Ponies put in a bid for removal of the putt-putt golf course in the Park and he spoke about the project. There was no money budgeted for this. Alderman Tremblay made a motion to pull **Item 21** and **Item 22** until the June meeting.

Agenda Item 23 Discuss, consider and approve a contract from Two Ponies Excavation Corp. for mowing of Waterwood Park and rights- of-way with the City of Sandy Oaks city limits. A quote was submitted by Two Ponies Excavation Corp. for mowing of Waterwood Park and rights- of-way with the City of Sandy Oaks city

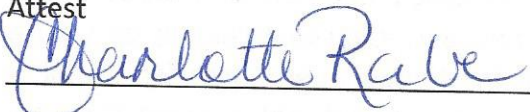
limits. A schedule for mowing the Park and the Island on Waterwood Pass Dr. (entrance) on a regular basis was discussed. Alderman Tremblay made a motion to approve the contract for mowing the Park and the Island on Waterwood Pass Dr. (entrance) on a regular basis. Seconded by Alderwoman Gillespie. Motion passed.

Agenda Item 24 Discuss, consider and approve amending Ordinance 2016-47 providing regulations for recreational vehicles, including a modification to Section 2 Paragraph D to allow for one recreational vehicle to connect to water and electric during 14 day allowed period and amendments regarding parking, storage and/or use. A request was made to allow for visitors. Enforcing the ordinance was discussed. Alderman Tremblay made a motion to approve the ordinance to allow for one RV to connect to water & electric during the 14 day allowed period during any 6-month period and repeal Ordinance 2016-47. Seconded by Alderman Tomasini. Motion passed.

Alderman Doug Tomasini made a motion to adjourn at 9:40 p.m. Seconded by Alderwoman Tanguma.

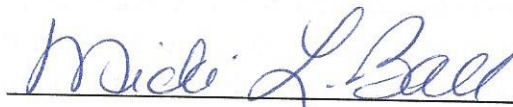
PASSED AND APPROVED ON THIS 9th Day of June, 2016

Attest



City Clerk

Charlotte Rabe



Mayor

Micki L. Ball

Attch Financial Report

Exhibit A Approved Budget

Exhibit B Amended Budget

EXHIBIT "A"

CITY of SANDY OAKS, TEXAS Fiscal Year 2015/2016 Approved Budget (October 01, 2015 – September 30, 2016)

REVENUES

GENERAL FUND	DR	CR	
Ad Valorem Tax (1)		\$ 225,000.00	\$ 0.25
General Use Sales Tax (2)		\$ 57,300.00	
Franchise Fees (3)		\$ 92,000.00	
Fines		\$ -	
Carryover balance previous year		\$ 40,000.00	
Interest		\$ 500.00	
TOTAL REVENUES		\$ 414,800.00	

EXPENSES

City Clerk – Salary (4)	\$ 30,000.00		
City Clerk – Expenses	\$ 7,000.00		
a) Supplies		\$ 2,500.00	
b) Postage		\$ 2,000.00	
c) Newspaper publishing		\$ 2,000.00	
d) Bank Fees (2 accts @ \$20/Month)		\$ 500.00	
City Marshal – Salary	\$ 50,000.00		
City Marshal – Office & Equipment \$20,000.00	\$ 20,000.00		
a) Supplies		\$ 10,000.00	
b) Vehicle Maintenance		\$ 2,500.00	
c) Fuel		\$ 4,500.00	
d) Equipment		\$ 3,000.00	
Municipal Offices	\$ 30,000.00		
Municipal Court (5)	\$ 20,000.00		
City Attorney Fees (\$2500/mo Avg)	\$ 30,000.00		
a) Outstanding attorney fees due	\$ 5,000.00		
Municipal Insurance	\$ 3,500.00		
City Engineer / Planning (6) *	\$ 10,000.00		
Communications & Utilities (7)	\$ 10,000.00		
City Council & Mayor Expenses	\$ 3,300.00		
a) Supplies (\$50 per member x6)		\$ 300.00	
b) Community Programs (\$200 per x 6)		\$ 1,200.00	
c) Travel and Business Expense (\$150 per x 6)		\$ 900.00	
d) Training (TML) (\$150 per x 6)		\$ 900.00	
Election Expenses (8)	\$ 10,000.00		
Animal Control* (9)	\$ 10,000.00		
Administrative Training & Education	\$ 6,000.00		
Facilities Rental for Meetings (\$100 per meeting x 16)	\$ 2,000.00		
Street Surface Maintenance*	\$ 20,000.00		
Mowing & Litter Pick Up*	\$ 10,000.00		
Street Signs	\$ 5,000.00		
Street Lighting (10)	\$ -		
Reserve Fund	\$ 133,000.00		
TOTAL EXPENSES	\$ 414,800.00		

*Contracted expenses

EXHIBIT "B"

CITY of SANDY OAKS, TEXAS Fiscal Year 2015/2016 Approved Budget (October 01, 2015 – September 30, 2016)

REVENUES

GENERAL FUND	DR	CR	
Ad Valorem Tax (1)		\$ 225,000.00	\$ 0.25
General Use Sales Tax (2)		\$ 57,300.00	
Franchise Fees (3)		\$ 92,000.00	
Funds from Waterwood Park Property Owners Assoc.			
Fines		\$ -	
Carryover balance previous year		\$ 40,000.00	
Interest		\$ 500.00	
TOTAL REVENUES		\$ 414,800.00	

EXPENSES

City Clerk – Salary (4)	\$ 10,000.00		
City Administrator	\$ 20,000.00		
City Clerk – Expenses	\$ 7,000.00		
a) Supplies		\$ 2,500.00	
b) Postage		\$ 2,000.00	
c) Newspaper publishing		\$ 2,000.00	
d) Bank Fees (2 accts @ \$20/Month)		\$ 500.00	
e) Post Office Box			
City Marshal – Salary	\$ 40,000.00		
City Marshal – Office & Equipment \$20,000.00	\$ 6,500.00		
a) Supplies		\$ -	
b) Vehicle Maintenance		\$ 2,500.00	
c) Fuel		\$ 2,500.00	
d) Equipment		\$ 1,500.00	
Audit Services			
Municipal Offices	\$ 30,000.00		
Municipal Court (5)	\$ 8,000.00		
City Attorney Fees (\$2500/mo Avg)	\$ 30,000.00		
a) Outstanding attorney fees due	\$ 5,000.00		
Municipal Insurance	\$ 3,500.00		
City Engineer / Planning (6) *	\$ 10,000.00		
Communications & Utilities (7)	\$ 5,000.00		
City Council & Mayor Expenses	\$ 3,300.00		
a) Supplies (\$50 per member x6)		\$ 300.00	
b) Community Programs (\$200 per x 6)		\$ 1,200.00	
c) Travel and Business Expense (\$150 per x 6)		\$ 900.00	
d) Training (TML) (\$150 per x 6)		\$ 900.00	
Election Expenses (8)	\$ -		
Animal Control* (9)	\$ 10,000.00		
Administrative Training & Education	\$ 2,000.00		
Facilities Rental for Meetings (\$100 per meeting x 16)	\$ 2,000.00		
Street Surface Maintenance*	\$ 46,000.00		
Mowing & Litter Pick Up*	\$ 26,500.00		
Street Signs	\$ 5,000.00		
Street Lighting (10)	\$ 12,000.00		
Reserve Fund	\$ 133,000.00		
TOTAL EXPENSES	\$ 414,800.00		

*Contracted expenses

City of Sandy Oaks
Budget vs. Actual (Exhibit "A") as of 5/10/2016

Sum of Budget Amt				
	Category	Line Number	Total	YTD
	Buildings	8040	30,000.00	\$0.00
Capital Outlay Total			30,000.00	\$0.00
	Court Fines & Fees	4300	0.00	\$0.00
Court Fines & Fees Total			0.00	\$0.00
	Office Equipment	5600	13,000.00	\$0.00
Minor Tools & Equipment Total			13,000.00	\$0.00
	Building Lease	5715	2,000.00	\$1,000.00
	Employee Relations	5745	1,200.00	\$0.00
	Fuel	5755	4,500.00	\$0.00
	Insurance	5770	3,500.00	\$2,796.50
	Post Office Box Rent	5815		\$0.00
	Service Fees	5820	500.00	\$85.00
	Training	5831	6,900.00	\$280.00
	Travel	5830	900.00	\$0.00
	Cash Short/Over	5720	133,000.00	\$0.00
Other Total			152,500.00	\$4,161.50
	Interest Income	4635	(500.00)	\$0.00
	Other Financing Sources	4699	(40,000.00)	\$0.00
Other Revenue Total			(40,500.00)	\$0.00
	Franchise	4105	(92,000.00)	(\$53,912.65)
	Sales	4100	(57,300.00)	(\$23,029.34)
Other Taxes Total			(149,300.00)	(\$76,941.99)
	City Administrator	5000		\$0.00
	City Secretary	5005	30,000.00	\$0.00
	Judge	5012	20,000.00	\$0.00
	Police Patrol Officers	5033	50,000.00	\$0.00
Personnel Services - Salaries & Wages Total			100,000.00	\$0.00
	Animal Control Services	5255	10,000.00	\$400.25
	Audit Services	5210		\$0.00
	BC Appraisal District	5200		\$638.00
	Engineering Fees	5235	10,000.00	\$0.00
	Legal Services	5240	35,000.00	\$22,447.03
Professional Services Total			55,000.00	\$23,485.28
	Current Ad Valorem	4000	(225,000.00)	(\$177,734.00)
Property Taxes Total			(225,000.00)	(\$177,734.00)
	Street Maintenance	5510	25,000.00	\$0.00
	Vehicle Maintenance	5520	2,500.00	\$1,667.16
Repairs & Maintenance Total			27,500.00	\$1,667.16
	Elections Supplies	5400	10,000.00	\$0.00
	Legal Notices	5410	2,000.00	\$382.80
	Office Supplies	5420	2,800.00	\$1,399.79
	Operating Supplies	5425	10,000.00	\$0.00
	Postage	5440	2,000.00	\$414.70
Supplies & Printing Total			26,800.00	\$2,197.29
	Brush/Litter	5300	10,000.00	\$0.00
	Electricity	5310	0.00	\$6,357.13
Utilities Total			10,000.00	\$6,357.13
Grand Total			0.00	(\$216,807.63)