

# **CITY OF SANDY OAKS, TEXAS**

## **RESOLUTION 2019-103**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS AMENDING THE WEBSITE POLICIES AND PROCEDURES FOR THE CITY OF SANDY OAKS, TEXAS.**

**WHEREAS**, the City of Sandy Oaks (“City”) maintains a website (“Website”) and the guidelines and regulations regarding the content and maintenance were first established by Resolution 2014-6 and amended by Resolution 2017-75; and

**WHEREAS**, the City desires to amend the website policies and procedures to provide for an additional person to maintain and update the Website;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS THAT:**

**SECTION 1. POLICIES AND PROCEDURES ADOPTED.** The City Council of the City hereby adopts the policies and procedures for City website as provided by in this Resolution.

**SECTION 2. PURPOSE.** To provide clear guidelines and understanding regarding the jurisdiction, content, and maintenance of the City Web Site.

**SECTION 3. SITE OBJECTIVE.** To support the City’s goal of more effectively communicating information to the citizens of Sandy Oaks for their improved understanding of relevant issues and the development of a more participatory and cohesive community.

**SECTION 4. SCOPE.** The City Website shall contain information that is housed in the Sandy Oaks City Office or such locations as the City Council shall approve and Places of Public Record and other information deemed appropriate by the Sandy Oaks City Council.

**SECTION 5. JURISDICTION.** The City Council has authority over the City Website. Any new content that does not fit within the current content guidelines must be approved by the City Council before being posted. Such approval will constitute an amendment to this policy such that further updates of this specific addition will not need further City Council approval.

The City Clerk will maintain control of the password(s). The current Webmaster and the Mayor must be informed immediately of any changes. The Webmaster and the Mayor will be given the password(s) that allow inputting changes on the Website. These password(s) may change when a new Webmaster is appointed or when Mayor takes office.

**SECTION 6. DOMAIN NAME.** The domain name for the City Website is: [www.cityofsandyoaks.com](http://www.cityofsandyoaks.com).

**SECTION 7. SERVICE PROVIDER.** The Website is currently hosted by Go Daddy. This may change in the future as directed by the City Council.

**SECTION 8. WEBMASTER.** The City Website shall be updated and maintained by the designated

Webmaster, the City Clerk, and/or the Mayor. The Webmaster candidate must be approved by City Council. A minimum of a one-year commitment by the Webmaster will facilitate an efficiently run Website.

The Webmaster has the authority to change the password(s) as may be needed for security reasons and shall inform the City Clerk immediately when such a change has been made. The City Clerk and the Mayor also have the authority to change the password(s) when necessary and shall immediately notify the appropriate parties when such changes are made.

**SECTION 9. CONTENT.** The City Website contains public information. This information has been collected from various sources including scanning from paper copies. Official copies may be obtained from the City Clerk. The official copies shall always take precedence over the information found on the Website or any other sites.

The City Website will not include information or links to commercial enterprises nor nonprofit clubs and organizations unless specifically approved by the City Council.

Approved content includes:

The City of Sandy Oaks  
About Sandy Oaks  
Sandy Oaks Newsletter

#### **City Council**

Council Members  
Meetings and Agendas (Mandatory 72 hour posting prior to Regular and Special Council meetings)  
Approved Meeting Minutes  
Policy on Public Participation During Meetings

#### **City Marshal's Office**

Emergency and non-emergency contact information  
Marshal's Office Monthly Summary

#### **City Business**

Public Hearing Information  
Administration  
Applications and Permits (Information only. One can NOT submit applications electronically due to fees.)  
Legal Notices  
Ordinances and Resolutions  
Documents (Checklists, Procedures Manual)  
Sandy Oaks City Office (hours, location, City Clerk)  
Comprehensive Plan  
Archived Minutes  
Approved Financial Reports including annual City Audits  
Sandy Oaks Information NEW Last Site Update  
City Services  
Frequently Asked Questions  
Road Inventory Information  
Government Links



Voter Information  
Candidate information  
Schools (districts serving Sandy Oaks and link to school Web Sites)  
Survey Results  
Meeting Calendar  
Special Issues and Events  
Community Information  
Recreation  
Waste and Recycling (current recycling schedules/providers)  
Environmental Issues  
Lost and Found Animals (including using the PetPoint Adoptable Search API and a link to [www.24PetWatch.com](http://www.24PetWatch.com))  
Volunteering  
Personal information of Sandy Oaks City Council members, phone numbers will only be posted with the express permission of each individual involved. Official email addresses will be posted.

**SECTION 10. FUTURE CONTENT.** Additional topics must be presented to the City Council for approval prior to being added to the City Website.

**SECTION 11. LINKS TO OTHER SITES.** The City Website may provide links to government and related sites provided the sponsoring organization is non-profit and consistent with the goals and policies of the City Comprehensive Plan when adopted.

**SECTION 12. MAINTENANCE.** The designated Webmaster, the City Clerk, and the Mayor are the only persons authorized to maintain and update information to the City Website. Best efforts will be made to update the Website in a timely manner—usually within one week of receiving the information.

Backup copies of the City Website shall be maintained on a monthly basis.

**SECTION 13. SUBMISSION PROCEDURES.** Electronic Submission for Website input is preferred. Information can be provided directly to the City Clerk to be posted or forwarded to the Webmaster or Mayor for posting. Paper copy can be received via mail or hand delivery to the City Clerk to be posted or forwarded to the Webmaster or the Mayor.

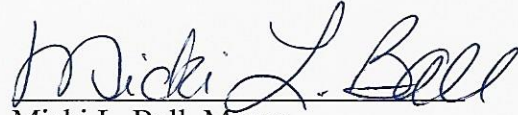
The City Clerk will e-mail public information as soon as it is available to the Webmaster or the Mayor for updating the City Website. This information includes, but is not limited to, approved City Council Minutes, Planning and Zoning Commission Minutes, Sandy Oaks Newsletters once published, meeting agendas, meeting notices and public hearing notices, and enacted ordinances/resolutions once passed by City Council. When appropriate, the City Clerk may post approved information directly to the City Website.

These items will not need additional City Council approval for updating the Website.

**SECTION 14. SEVERABILITY.** Should any article, section, subsection, sentence, clause, or phrase of this resolution, for any reason, be held unconstitutional or invalid by the valid judgement or decree of any court of competent jurisdiction, such decision or holding shall not affect the validity of the remaining portions hereof. It is the intent of the City Council to enact each section, and portion thereof, individually, and each such section shall stand alone, if necessary, and be in force regardless of the determined invalidity of any other section or provision.

**PASSED, APPROVED, AND ADOPTED on this 11<sup>th</sup> day of July 2019.**

**CITY OF SANDY OAKS, TEXAS**

A handwritten signature in blue ink that reads "Micki L. Ball". The signature is written in a cursive style with a large, stylized "M" and "B".

Micki L. Ball, Mayor

**ATTEST:**

A handwritten signature in blue ink that reads "K. Yelton". The signature is written in a cursive style with a large, stylized "K" and "Y".  
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Katherine Yelton, City Clerk

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