

Micki L. Ball
Mayor
Charles Fillinger
Alderman Place 1
Mayor Pro Tem
Gary Bricken
Alderman Place 2
Thomas Repino
Alderman Place 3



John Crickmer
Alderman Place 4
Michael Martinez, Jr.
Alderman Place 5
Casandra Ortiz
City Attorney
Charlotte Rabe
City Secretary

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING MINUTES
December 9, 2021 at 6:30 p.m.

Notice is hereby given that a Regular Meeting of the City Council of the City of Sandy Oaks, Texas will be held on Thursday, December 9, 2021 at 6:30 p.m. at 22870 Priest Road, Sandy Oaks, Texas. All agenda items are subject to action.

The City of Sandy Oaks will also provide a livestream video and telephonic access of the meeting through the link <https://us02web.zoom.us/j/6717793635> and Meeting ID 671 779 3635 or by dialing in to any the following phone numbers: (346) 248-7799, (669) 900-6833, (929) 205-6099, (253) 215-8782, (301) 715-8592 or (312) 616-6799. When requested, enter Meeting ID 671 779 3635.

The public will be permitted to offer public comments in person, telephonically or by video as provided by the agenda and as permitted by the presiding officer during the meeting by signing up with the City Secretary at least 15 minutes in advance of the meeting, if providing comments in person and at least two hours in advance of the meeting by emailing cityclerk@cityofsandyoaks.com or by calling (210) 607-0834 if speaking telephonically or by video. Written comments may be submitted to the City Secretary up to two hours before the meeting by emailing cityclerk@cityofsandyoaks.com and will be provided to the City Council for their consideration.

A recording of the telephonic meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request.

- 1. Call to order and quorum call. Mayor Ball called the meeting to order at 6:30. Also present for the meeting, Mayor Pro Tem Fillinger, Aldermen Bricken, Crickmer and Martinez. Alderman Repino joined via Zoom. And also attending were City Clerk Rabe, City Attorney Ortiz and Chief Lopez.**
- 2. Pledge of Allegiance Mayor Ball led the pledge**
- 3. Citizens to be heard. Persons wishing to speak may sign up with the City Secretary at least two hours in advance of the meeting by emailing cityclerk@cityofsandyoaks.com or calling (210) 607-0834. No one signed up to speak**
- 4. Mayor & Administrator Announcements/Updates Mayor Ball has provided the alderman with an email from VIA concerning the ridership numbers. The week of September 13 there were no riders and the highest was the week of October 25 with 13. Their goal is 2 trips per hour. They will be set up at the Shops at Sandy Oaks on December 11 from 1p.m.-4p.m. to further advertise and answer questions. Mayor Ball has also been in contact with Waste Connections finalizing the commercial accounts in the city. Waste Connections will be sending a mailout to every household**

customized to your specific trash day. The first Bulk pick-up will be on March 7, first Brush pick-up on June 6, second Bulk pick-up will be September 12 with second Brush pick-up on November 7. You must contact Waste Connections to open an account.

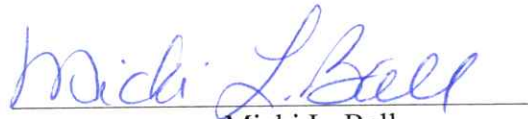
5. **Consent Agenda.** All matters listed under Consent Agenda are considered routine by the City Council of the City of Sandy Oaks and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.
 - a) Approve October 2021 City Attorney Invoice No. 1287 from Kassahn & Ortiz not to exceed \$\$4,411.10.
 - b) Approve the minutes from the November 11, 2021 Regular City Council meeting.
 - c) Approve the minutes from the November 23, 2021 Special City Council meeting.
Mayor Pro Tem Fillinger made a motion to approve the consent agenda as presented.
Seconded by Alderman Repino. Motion passed unanimously.
6. **Financial Report** The income and expenses will be reported by City Secretary Charlotte Rabe with possible discussion and/or action. Mayor Ball pulled this item.
7. **Police**
 - a) Updates and Announcements from Chief Lopez with possible discussion and/or action.
There were no updates or announcements from Chief Lopez.
 - b) Presentation of monthly report by Chief Lopez with possible discussion and/or action.
Chief Lopez reported for the month of November 112 court defendants, with 179 cases. 64 traffic stops, 64 citations and 34 warnings. He had 6 arrests along with numerous other offenses. The full report can be found on the city website.
 - c) Discuss and/or possible action on confirmation of Chief's appointment of Christopher Charo as reserve officer. Officer Charo comes to us from UTSA. He has been an officer for 10 years. He is looking for more municipality experience. He will be training with Officer Castillo. Mayor Pro Tem Fillinger made a motion to accept the Chief's recommendation to appoint Christopher Charo as a reserve officer. Seconded by Alderman Crickmer. Motion passed unanimously. He will be sworn in at a later date.
8. **Animal Control**
 - a) Updates and Announcements from Animal Control Advisory Committee ("ACAC") Chair John Crickmer with possible discussion and/or action. Chair Crickmer reported that Penny Paws will be at the park on the 18th. The next Animal Control Advisory Committee meeting will be January 6.
 - b) Presentation of monthly report by ACO employee Dalton Ellis with possible discussion and/or action. Mr. Ellis reported 2 stray dogs were picked up during the month. 5 dogs went to rescue groups. We currently have 5 dogs in our custody. Two dogs are still in foster care.
9. **Public Works/Parks**
 - a) Update and Announcements from Park Advisory Committee Chair Tom Repino with possible discussion and/or action. Chair Repino reported the next meeting will be January 4.
10. **Administration**
 - a) Discuss and/or possible action on responses received for RFQ for City Engineer. We received 4 submissions: Mendez Engineering, 6S Engineering, Southwest Engineering, and Freeland Turk Engineering Group. Council received copies of all submissions. Mayor Ball asked Mr. Ray Mendez from Mendez Engineering to speak first. He spoke to the council about his firm. Mr. Jess Swain, who spoke for 6S Engineering did the same. Mayor Pro Tem Fillinger made a nomination to appoint Mendez Engineering as our city engineers. There was no second. Alderman Bricken nominated 6S Engineering. Seconded by Alderman Crickmer. A vote was taken, and the motion passed 4-1, with Mayor Pro Tem Fillinger opposed. 6S Engineering will be our city engineers. Mayor Pro Tem

- Fillinger made motion to authorize the mayor to negotiate the contract for the city. Seconded by Alderman Repino. Motion passed unanimously.
- b) Discuss and/or possible action on applications received for Public Works position. Our current Public Works contract employee, Michael Avendano, has applied for the position. Mayor Ball has been happy with his work so far. Mayor Pro Tem Fillinger made a motion to offer the position to Michael Avendano, at \$14.00 an hour beginning December 12, 2021. Seconded by Alderman Repino. Motion passed unanimously
 - c) Discuss and/or possible action on amending Ordinance No. 2015-20 to establish the position of Code Enforcement Official. Ordinance 2021-194 would replace 2015-20. The current ordinance establishes the Code Enforcement position. Mayor Pro Tem Fillinger made a motion to strike every reference to officer be changed to official and officers to officials. Seconded by Alderman Crickmer. After a discussion with City Attorney Ortiz, Mayor Pro Tem Fillinger agreed that sections 2-8 should be stricken. Alderman Crickmer made a motion to adopt Ordinance 2021-194 as amended. Seconded by Mayor Pro Tem Fillinger. Motion passed unanimously.
 - d) Discuss and/or possible action on applications received for Code Enforcement position. (Mayor Ball) Mayor Pro Tem Fillinger asked to have this item pulled, as none of the applicants were qualified. Mayor Ball pulled this item.
 - e) Discuss and/or possible action on reviewing Code Enforcement Policy. Mayor Ball pulled this item.
 - f) Discuss and/or possible action on establishing position of assistant to Mayor. Ordinance 2021-195 established the position of assistant to Mayor. Mayor Ball asked the council to amend the ordinance by changing the title of the position from executive assistant to administrative intern. Fillinger made a motion to adopt the Ordinance, making the change requested along with removing the line “providing day-to-day leadership“ from Section 3 and adding Section 6 to have the ordinance expire after the depletion of \$4,500 for this position at which such time Council may reconsider this Ordinance. Seconded by Alderman Crickmer. Motion passed with a vote of 4-1 with Alderman Bricken abstaining.
 - g) Discuss and/or possible action hiring Jacqueline Guerrero for position of assistant to Mayor. Mayor Pro Tem Fillinger made a motion to hire Jacqueline Guerrero to the position of administrative intern at the mayor’s convenience. Seconded by Alderman Repino. Motion passed unanimously.
 - h) Discuss and/or possible action on a resolution amending Cash/Asset Control Policy in City’s Personnel Policy Manual. Mayor Pro Tem Fillinger made a motion to change the current Cash/Asset Control Policy Departmental Transaction Receipts from “All receipts from daily business will be deposited in the City bank on a weekly basis.” To “deposited in the City bank semi-monthly or when the deposit amount exceeds \$1,000.00.” Seconded by Alderman Repino. Motion passed unanimously. Mayor Pro Tem Fillinger made a motion to approve Resolution 2021-144 with the amended Cash/Asset Control Policy. Seconded by Alderman Repino. Motion passed unanimously.
- At 8:15 p.m. Mayor Pro Tem Fillinger requested a 15-minute break. At this time Mayor Ball called the meeting into recess.
- At 8:20 p.m. Mayor Ball called the meeting back into session, Alderman Martinez made a motion to recall Item 10 H for reconsideration Resolution 2021-144, Cash/Asset Control Policy. Seconded by Mayor Pro Tem Fillinger. Motion passed unanimously. After some discussion, Mayor Pro Tem Fillinger made a motion to amend the policy striking the first sentence from Municipal Court Receipts and amend the first sentence under Departmental Transaction Receipts to read “all receipts from daily business including municipal court funds will be deposited semi-monthly or when the deposit amount exceeds \$1,000.” Check and credit cards will be considered as cash. The second sentence to “the cash drawer and current software will serve as the check and balance to reconcile and maintain the change fund of \$50.00. Seconded by Alderman

Repino. Motion passed unanimously. Mayor Pro Tem Fillinger then made a motion to approve Resolution 2021-144 as amended the second time. Seconded by Alderman Repino. Motion passed unanimously.

- i) Discuss and or possible action on adding Juneteenth (June 19) to our list of federal holidays observed. Alderman Repino made a motion to add Juneteenth to our list of federal holidays observed. Seconded y Alderman Crickmer. Motion passed unanimously.
 - j) Discuss and/or possible action on MOU (Memorandum of Understanding) with Bexar County Sheriff's Office to outline the requirements of access to the Bexar County network and the Bexar County Reginal Information Sharing Hub(BC-Rish). Mayor Ball pulled this item.
 - k) Discuss and/or possible action on approving Resolution 2021-143 Approving an Investment Policy and designating a Public Funds Investment Officer. This is an annual ordinance that must be renewed. We need to designate Public Funds Investment Officer. Mayor Ball recommended our current Public Funds Investment Officer Alderman Repino and Alderman Crickmer as co-officer. Mayor Pro Tem Fillinger made a motion to approve the mayor's recommendations. Seconded by Alderman Martinez. Motion passed unanimously.
11. Adjourn @8:54 p.m.

PASSED AND APPROVED ON THIS 17th DAY OF January, 2022


Micki L. Ball
Mayor


Charlotte Rabe
City Clerk