

Michael Martinez, Jr.
Mayor
Grace Alvarado
Mayor Pro Tem
Alderman Place 4
Charles Fillinger
Alderman Place 1
Terry Coffindaffer
Alderman Place 2



Thomas Repino
Alderman Place 3
Debbie Martinez
Alderman Place 5
Casandra Ortiz
City Attorney
Katherine Yelton
City Secretary

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING AGENDA
December 14, 2023 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 14, 2023 at 6:30 p.m. at City Hall, 22870 Priest Road, Sandy Oaks, Texas where a quorum of the City Council will be present. All agenda items are subject to action.

Join the meeting at <https://us02web.zoom.us/j/6717793635> and enter Meeting ID 671 779 3635.

The public will be permitted to offer public comments as provided by the agenda and as permitted by the presiding officer during the meeting by signing up with the City Secretary in person at least 15 minutes in advance of the meeting or by emailing or calling the City Secretary at cityclerk@cityofsandyoaks.com or (210) 607-0834 at least two (2) hours in advance of the meeting. Written comments received at least two (2) hours in advance of the meeting will be provided to City Council for consideration.

1. **Call to order and quorum call.**
2. **Pledge of Allegiance.**
3. **Citizens to be heard. Persons wishing to speak may sign up with the City Secretary in the time and manner as indicated above.** This time is provided for citizens to address the City Council on issues and concerns related to the City of Sandy Oaks. Please note that the Texas Open Meetings Act prohibits the City Council from responding, commenting, or discussing items or topics during this portion of the meeting that are not included on the agenda. The City Council appreciates hearing from the citizens and your thoughts and questions are valued; however, civility and a sense of decorum will be strictly followed. All speakers must address their comments to the City Council. Speakers shall refrain from public criticism of members of the City Council that is prohibited by law. This item will be open for up to 30 minutes, with 3 minutes to each speaker. One (1) person may speak on behalf of a group. Up to three (3) people may register on behalf of the group in order for the spokesperson to be allotted up to nine (9) minutes to speak. If there are more than ten (10) speakers, each will be given two (2) minutes or six (6) minutes for a group spokesperson.
4. **Mayor & Administrator Announcements/Updates.**
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 minutes from the September 28, 2023 Regular City Council meeting.
 - b. Approve minutes from the October 12, 2023 Regular City Council meeting.
 - c. Approve minutes from the November 9, 2023 Regular City Council meeting.
 - d. Approve minutes from the November 14, 2023 Special City Council meeting.
 - e. Approve Invoice No. 1331 from Kassahn & Ortiz not to exceed \$645.00 for Prosecutor services in September 2023.

- f. Approve Invoice No. 1330 from Kassahn & Ortiz not to exceed \$3,285.00 for City Attorney services in September 2023.
 - g. Approve Invoice No. 1332 from Kassahn & Ortiz not to exceed \$750.00 for Prosecutor services in October 2023.
 - h. Approve Invoice No. 1333 from Kassahn & Ortiz not to exceed \$1,845.00 for City Attorney services in October 2023.
6. **Financial Report** – The income and expenses for October and November 2023 will be reported by City Secretary Katherine Yelton with possible discussion and/or action. (Mayor Martinez)
7. **Police Department**
- a. Updates and Announcements from Chief Lopez with possible discussion and/or action. (Mayor Martinez)
 - b. Presentation of monthly report(s) by Chief Lopez with possible discussion and/or action. (Mayor Martinez)
8. **Animal Control**
- a. Presentation of monthly report by ACO Ashley Cunningham with possible discussion and/or action. (Mayor Martinez)
 - b. Discuss and/or possible action on ratifying the spending not to exceed \$4,000.00 for an Animal Control vehicle from Texas Facilities Federal Surplus, and related matters. (Mayor Martinez)
 - c. Discuss and/or possible action on re-establishing an Animal Control Advisory Committee. (Mayor Martinez)
9. **Parks & Recreation**
- a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. (Mayor Martinez)
10. **Administration – Old Business**
- a. Discuss and/or possible action on Resolution No. 2023-187 Appointing a Mayor Pro Tem. (Mayor Martinez)
 - b. Discuss and/or possible action on Ordinance No. 2023-228 Amending the Annual Budget for Fiscal Year 2022-2023 for Municipal Purposes. (Mayor Martinez)
 - c. Discuss and/or possible action on Ordinance No. 2023-229 Amending the Annual Budget for Fiscal Year 2023-2024 for Municipal Purposes. (Mayor Martinez)
 - d. Discuss and/or possible action on Ordinance No. 2023-230 Amending Ordinance No. 2020-164 Adopting Regulations for Manufactured Homes. (Mayor Martinez)
 - e. Discuss and/or possible action on the feasibility of having another Car Show in 2024 and subsequent years. (Repino/Coffindaffer)
11. **Administration – New Business**
- a. Discuss and/or possible action on approving the 2024 Holiday Schedule. (Mayor Martinez)
 - b. Discuss and/or possible action on spending/program recommendations for the School Crossing Guard fund. (Mayor Martinez)
 - c. Discuss and/or possible action on in-house payroll processing and ending said services with SA Pays. (Mayor Martinez)

- d. Discuss and/or possible action on employing a third party to conduct a monthly bank account reconciliation. (Mayor Martinez)
- e. Discuss and/or possible action on amending the City's fee schedule. (Mayor Martinez)
- f. Discuss and/or possible action on a resolution to obligate additional ARPA funds. (Mayor Martinez)

12. Public Works

- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. (Mayor Martinez)
- b. Discuss and/or possible action on renovating a portion of the park for a baseball field. (Mayor Martinez)

13. Adjourn

NOTE:

Enumerated agenda items are assigned numbers for ease of reference only and will not necessarily be considered by Council in that order.

EXECUTIVE SESSION (Discussion only – closed to the Public) The Council may close the meeting at any time and hold an Executive Session pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.071 (Consultations with Attorney--on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly requires discussion in closed session), Section 551.072 (Deliberations about Real Property), Section 551.074 (Personnel Matters) or any other authorized provision of Chapter 551 on any of the above items. The Open Meetings Act permits a governing body to consult with its attorney privately in executive session by telephone conference call, video conference call, or communications over the Internet. Tex. Gov't Code 551.129(a).

I certify that the above notice of a regular meeting was posted at City Hall on or before the 11th day of December 2023 by 6:30 P.M. and notice remained posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with the Texas Open Meetings Act.

Katherine Yelton, City Secretary