

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING MINUTES
January 25, 2024 at 6:30 p.m.

1. **Call to order and quorum call.** In Mayor Martinez's absence, Mayor Pro Tem Alvarado called the meeting to order at 6:31 p.m., at which time Mayor Martinez joined. In attendance were Mayor Pro Tem Alvarado, Aldermen Fillinger, Repino, and Coffindaffer, City Attorney Casandra Ortiz, and City Secretary Katherine Yelton. Absent was Alderwoman Martinez.
2. **Pledge of Allegiance.** Led by Mayor Martinez.
3. **Citizens to be heard.** Former Alderman David Tremblay signed up to speak about the first ordinance (Robert's Rules of Order) that was adopted by the first City Council, on which Mr. Tremblay served. He said he tries to listen to current Council meetings, but there is too much talking over each other, which makes it difficult to follow. He requested that current Council members become familiar with Robert's Rules of Order and begin to respect the process. He also voiced his concern about the contractor working in the city. He stated that there have been three times in two weeks that the contractor has broken a water line causing loss of water to many households. He suggested possibly considering a new ordinance that requires contractors to obtain a permit from the city.
4. **Mayor & Administrator Announcements/Updates.**
 - a. Robert's Rules of Order – Mayor Martinez said he would like to begin an order of operation where he will begin from his right to his left to give everyone an opportunity to speak, without interruption. If need be, he will circle back around to see if there are any follow up comments or questions.
 - b. Suburban Cities planning meeting – The mayor stated he met and spoke with Judge Sakai. They talked about stray dog problems, and Mayor Martinez asked the judge about any benefits the county can offer. He said there was some reluctance since they serve the entire county but said there is a facility being built on Southwest side of town. The mayor is not sure how that would alleviate our problem, but he said that our animal control officer is doing a great job. They spoke about county surplus equipment and the possibility of another patrol car for the police department. He concluded by saying Judge Sakai seemed willing and wanting to help with what they can within their reason.
 - c. ADP – Successful conversion from a third-party to in-house processing.
 - d. Audit – We are up for our annual audit. As long as we can keep to their timeline, we can expect it to be completed by late February or early March.
5. **Consent Agenda**
 - a. Approve minutes from the January 11, 2024 Regular City Council meeting.
 - b. Approve Invoice No. 1134 from Kassahn & Ortiz not to exceed \$2,850.00 for City Attorney services in November 2023.
 - c. Approve Invoice No. 1335 from Kassahn & Ortiz not to exceed \$780.00 for Prosecutor services in November 2023.
 - d. Approve Invoice No. 1336 from Kassahn & Ortiz not to exceed \$1,680.00 for City Attorney services in December 2023.
 - e. Approve Invoice No. 1337 from Kassahn & Ortiz not to exceed \$1,020.00 for Prosecutor services in December 2023.
MPT Alvarado made a motion to approve the consent agenda, as presented, which was seconded by Ald. Fillinger and passed unanimously.
6. **Police Department**
 - a. Updates and Announcements from Chief Lopez with possible discussion and/or action. Chief Lopez announced that ACO Cunningham attended training and is now a certified Animal Control Officer.

- b. Presentation of monthly report(s) by Chief Lopez with possible discussion and/or action. Chief Lopez presented his report for December 2023 and his annual Racial Profiling Report.

7. Animal Control

- a. Presentation of monthly report by ACO Ashley Cunningham with possible discussion and/or action. ACO Cunningham presented her report for December 2023.
- b. Discuss and/or possible action on creating a position for Animal Control and establishing general duties and related matters to new position and establishing procedures for hiring for new position. This item was addressed in a previous meeting, but Mayor Martinez provided some background stating that this is an idea about adding a part-time position with the potential of becoming full-time. He provided some amendments to the budget, which will be discussed later in the meeting, and said he feels that with the amendments, this position can be funded without changing the budget at the bottom line. A draft ordinance was provided to the Council with some blanks to be filled in. Ald. Fillinger made a motion to title the position as Deputy Animal Control Officer and fill in all references of the position in the ordinance as such. This was seconded by Ald. Repino and passed unanimously. For Section 2, to complete the sentence, Ald. Fillinger made a motion to add ‘the animal control regulations adopted by the City Council’, which was seconded by Ald. Repino and passed unanimously. Ald. Coffindaffer made a motion to adopt the ordinance, as amended, which was seconded by Ald. Repino. Ald. Coffindaffer then made a motion to advertise the open position on the TML website, Indeed.com, the city website, and other social media sites, which was seconded by Ald. Repino. Prior to a vote, Ald. Fillinger suggested that Chief Lopez and ACO Cunningham are responsible for reviewing applications and bringing a recommendation to the Council. Ald. Coffindaffer included this in his motion. Ald. Repino seconded the motion, which passed unanimously.

8. Parks & Recreation

- a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. Ald. Repino stated the next committee meeting will be held on Feb. 6 at 6:00 p.m. at the Community Center.

9. Public Works

- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. Director Schmitt was not in attendance.

10. Administration – Old Business

- a. Discuss and/or possible action on Ordinance No. 2023-228 Amending the Annual Budget for Fiscal Year 2023-2024 for Animal Control. The following motions were made by Ald. Fillinger seconded by Ald. Coffindaffer, and passed unanimously:

Reduce Muni Bldg-City Hall by \$5,000.00	Brings new budgeted total to \$20,000.00
Reduce Muni Bldg-Park/Comm Ctr by \$2,000.00	Brings new budgeted total to \$8,000.00
Reduce Court Equipment-IT Expenses by \$3,000.00	Brings new budgeted total to \$3,000.00
Reduce Operating Supplies by \$2,000.00	Brings new budgeted total to \$8,000.00
Reduce Code Enforcement Abatement by \$5,000.00	Brings new budgeted total to \$0.00
Reduce Park & City Ground Projects by \$2,000.00	Brings new budgeted total to \$3,000.00
Increase Animal Control Salaries by \$19,000.00	Brings new budgeted total to \$54,000.00

Ald. Repino made a motion to adopt the ordinance, with amendments, which was seconded by MPT Alvarado and passed unanimously.

- b. Discuss and/or possible action on hiring an outside party to complete a monthly reconciliation of the City's bank statements. From the two quotes received, Ald. Coffindaffer made a motion to accept the quote from JD& Associates LLC for a cost of \$300.00 a month and authorize the mayor to enter into the agreement. This was seconded by Ald. Repino and passed unanimously.

Ald. Fillinger requested a brief recess. Mayor Martinez called for a five-minute recess at 7:41 p.m. At 7:48 p.m., Mayor Martinez called the meeting back in order.

- c. Discuss and/or possible action on amending the City's fee schedule. From the draft Master Fee Schedule, Ald. Coffindaffer made the following motions, which were seconded by Ald. Repino and passed unanimously.

Under "Animals" add a line for Owner Surrender/Destruction with a fee of \$500.00
Under "Animals" increase Impoundment/Boarding fee from \$10.00/day to \$15.00/day
Under "Animals", increase Destruction fee from \$200.00 to \$300.00
Allow for amendment of Ordinance 2022-196 to be brought to Council during the next scheduled meeting

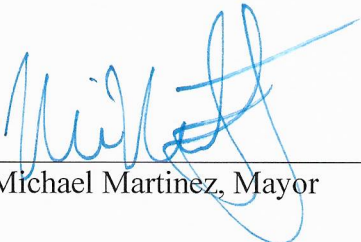
Ald. Coffindaffer made a motion to adopt Ordinance No. 2024-233, as amended, which was seconded by Ald. Repino and passed unanimously.

11. Administration – New Business

- a. Discuss and/or possible action regarding City of Sandy Oaks Planning and Zoning Commission including a possible future joint meeting with City Council and one or more members of the Planning and Zoning Commission or possibly a workshop regarding the Planning and Zoning Ordinance and Commission activities. After some discussion, Ald. Fillinger and MPT Alvarado stated that they are willing to head a sub-committee and meet with Planning and Zoning Commission members. Ald. Fillinger asked that a draft ordinance be brought before Council for the next regular meeting to allow for a sub-committee. No other action was taken.
- b. Discuss and/or possible action on unbudgeted office equipment. Ald. Fillinger made a motion to approve the purchase of a letter folding machine for a cost not to exceed \$1,500.00, which was seconded by Ald. Repino and passed unanimously.
- c. Discuss and/or possible action on Resolution 2024-190 Nominating a Candidate to Serve as Board of Director of the Bexar Appraisal District. Mayor Martinez stated the reason this is brought before Council is due to a vacancy on the Board of Directors ("BoD") of the Bexar Appraisal District ("BAD"). As a voting member of BAD, the City of Sandy Oaks is entitled to nominate a candidate to fill the vacancy and serve on the BoD. No Council member showed interest in being nominated; therefore, Ald. Fillinger made a motion to not pass the proposed resolution. This was seconded by MPT Alvarado and passed unanimously.

12. Adjourn. Ald. Fillinger made a motion to adjourn at 8:25 p.m.

Passed and approved this 8th day of February 2024.



 Michael Martinez, Mayor

ATTEST:



 Katherine Yelton, City Secretary