

**Michael Martinez, Jr.**  
Mayor  
**Grace Alvarado**  
Mayor Pro Tem  
**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**  
Interim City Secretary

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS**  
**REGULAR MEETING AGENDA**  
**March 14, 2024 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, March 14, 2024 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 in person, telephonically or by audio 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](mailto:cityclerk@cityofsandyoaks.com) or by calling (210) 607-0834 if speaking telephonically or by audio.

An audio recording of the 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.**
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 to 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 City Council. Speakers shall refrain from public criticism of members of the City Council that are 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 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 February 8, 2024 Regular City Council meeting.
  - b. Approve minutes from the February 22, 2024 Regular City Council meeting.
  - c. Approve minutes from the February 29, 2024 Special City Council meeting and Public Hearing.

- d. Approve Invoice No. 1339 from Kassahn & Ortiz not to exceed \$4,260.00 for City Attorney services in January 2024.
  - e. Approve Invoice No. 1341 from Kassahn & Ortiz not to exceed \$5,116.00 for City Attorney services in February 2024.
  - f. Approve Invoice No.1338 from Kassahn & Ortiz not to exceed \$975.00 for Prosecutor services in January 2024.
  - g. Approve Invoice No.1340 from Kassahn & Ortiz not to exceed \$1,590.00 for Prosecutor services in February 2024.
6. **Financial Report** - The income and expenses for February 2024 will be reported by Interim City Secretary Katherine Yelton with possible discussion and/or action.
7. **Police Department**
- a. Updates and Announcements from Chief Lopez with possible discussion and/or action. (Mayor Martinez)
  - b. Presentation of monthly report by Chief Lopez with possible discussion and/or action. (Mayor Martinez)
  - c. Discuss and/or possible action on quote received from Southwest Public Safety for equipping the 2020 Ford Explorer. (Mayor Martinez)
  - d. Discuss and/or possible action on a deposit for new Tasers for the police department. (Mayor Martinez)
8. **Animal Control**
- a. Presentation of monthly report by ACO Cunningham with possible discussion and/or action. (Mayor Martinez)
  - b. Discuss and/or possible action on Ordinance No. 2024-236, an ordinance amending Ordinance No. 2022-196 establishing animal control regulations. (Mayor Martinez)
  - c. Discuss and/or possible action on a change in compensation for Animal Control Officer Ashley Cunningham, and related matters. (Mayor Martinez)
9. **Parks & Recreation**
- a. Updates and Announcements from Park Advisory Committee Chair Repino with possible discussion and/or action. (Mayor Martinez)
10. **Public Works**
- a. Updates and Announcements from Public Works Director Schmitt with possible discussion and/or action. (Mayor Martinez)
11. **Administration – New Business**
- a. Discuss and/or possible action on Ordinance No. 2024-228 an ordinance amending Ordinance No. 2023-220 to provide for duties of the Animal Shelter Advisory Committee. (Mayor Martinez).
  - b. Discuss and/or possible actions to City bank accounts related to adding and removing signers. (Mayor Martinez)
  - c. Executive session to deliberate the appointment, employment, duties, discipline, or dismissal of Court Clerk/Interim City Secretary Katherine Yelton pursuant to Texas Government Code section 551.074, Personnel Matters. (Mayor Martinez)

- d. Executive session to deliberate the appointment, employment, or duties of City Secretary and conduct candidate interviews pursuant to Texas Government Code section 551.074, Personnel Matters. (Mayor Martinez)
- e. Executive session to deliberate the appointment, employment, or duties of employee in Public Works Department and conduct candidate interviews pursuant to Texas Government Code section 551.074, Personnel Matters. (Mayor Martinez)
- f. Discuss and/or possible action on the appointment, employment, duties, discipline, or dismissal and related matters of Court Clerk/Interim City Secretary Katherine Yelton. (Mayor Martinez)
- g. Discuss and/or possible action on the appointment, employment, duties, and related matters of City Secretary. (Mayor Martinez)
- h. Discuss and/or possible action on the appointment, employment, duties, and related matters of employee for Public Works Department. (Mayor Martinez)

## 12. 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 March 2024 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