

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



Thomas Repino
Alderman Place 3
David Tremblay
Alderman Place 5
Casandra Ortiz
City Attorney
Delma Doyal
City Secretary

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING AGENDA
June 27, 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, June 27, 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](https://us02web.zoom.us/j/6717793635)

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 citysecretary@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 June 13, 2024 City Council meeting
 - b. Approve invoice 1345 “City Attorney” from Kassahn & Ortiz
 - c. Approve invoice 1344 “Prosecutor” from Kassahn & Ortiz

6. Administration - Old Business

- a. Discuss and/or possible action Ordinance number 2024-237 establishing summer internship program to assist with clerical duties and advertising to fill position. (Mayor Martinez)
- b. Discuss and/or possible action on establishing an ethics policy for elected and appointed officials. (Tremblay/Fillinger)
- c. Discuss and/or possible action on purchasing commercial grade picnic tables for the community center (Mayor Martinez)

7. Administration – New Business

- a. Executive Session to deliberate compensation and Full-Time status for Deputy Animal Control Officer and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)
- b. Discuss and/or possible action regarding Compensation & Full-Time status for Deputy Animal Control Officer. (Mayor Martinez)
- c. Discuss and/or possible action on the resignation of City Administrator Kenneth Roberts. (Mayor Martinez)
- d. Discuss and/or possible action regarding invoice received from Nomad Services LLC for web master duties. (Mayor Martinez)
- e. Discuss and/or possible action on a Resolution adopting a Purchase Card Policy for all City departments, employees, officers, and/or elected/appointed officials using City-issued purchase cards and providing for an effective date. (Mayor Martinez)
- f. Discuss and/or possible action on a Resolution designating an officer or employee to calculate no-new-revenue tax rate and the voter-approval tax rate. (Mayor Martinez)
- g. Discuss and/or possible action on appointing a Commissioner to fill the vacancy on the Planning and Zoning Commission and/or procedures to fill vacancy on the Planning and Zoning Commission. (Mayor Martinez)
- h. Discuss and/or possible action on appointing a Chair to the Planning and Zoning Commission. (Mayor Martinez)
- i. Discuss and/or possible action on continuing the agreement with the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), HOME Investment Partnerships Program, and Emergency Solutions Grant (ESG) Programs. (Mayor Martinez)

8. 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 24th day of June 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.

Delma Doyal
City Secretary