

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS**  
**REGULAR MEETING MINUTES**  
**June 13, 2024, at 6:33 p.m.**

1. **Call to order and quorum call.** Mayor Martinez called the meeting to order at 6:33 p.m. In attendance were Mayor Pro Tem Alvarado, Alderman Fillinger, Alderman, Coffindaffer, Alderman Repino, Alderman Tremblay, City Attorney Casandra Ortiz joined via zoom and City Secretary Delma Doyal
2. **Pledge of Allegiance.** Led by Mayor Martinez
3. **Citizens to be heard.** No Citizens listed.
4. **Mayor & Administrator Announcements/Updates.** Mayor stated no announcements to add to at this time but on another note. The mayor said that as a Sandiopian, he picked up a stray. The dog problem is not just in your neighborhood, it's in all the neighborhoods. So, you're not alone. We all see the stray dog issue and we're working towards getting it better. It's hard. There was another stray in my yard yesterday and she's pregnant. So that is going to happen soon, but hopefully we can catch her and hopefully those puppies don't reproduce. So, with that said, we'll turn it over to our administrators for your announcement, Ken Roberts, Sir.

**Ken Roberts, Interim City Administrator,** Thank you, Mayor. We have successfully cleaned up the personnel policy manual, typo corrections, hours of pay for workers on call in. Included is now a chapter on sexual harassment, table of contents, pages numbered, will send to the final copy to the City Attorney Ms. Cassandra for approval, then you should have it for the vote on the 27<sup>th</sup> of June. We should have a new credit card policy document for vote on the 27<sup>th</sup>, and the first budget meeting with the staff is tomorrow Friday, June 14<sup>th</sup> at 1:30. We're going to try a new approach this year. Each division will prepare their own unbudgeted, unconstrained by resources, since we do not know how much money, we will have until tax rates are set. Each division sheet will develop three separate categories in their budget, fixed costs, needs and wants. Then all of the staff will sit down and go through each other's budget. By the end of this arduous task, we will have consensus from the division chiefs that they can support the other divisions budget. This is referred to as a zero-based budget. Secretary Rumsfeld started this in the Department of Defense and put it together for the entire department of defense. If it works there, we could make it work here. Then we'll bring you a draft budget to the Council for your guidance and reprioritization. This is all I have Mayor.

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 April 27, 2024, City Council meeting



- b. Approve minutes from May 9, 2024, City Council meeting
- c. Approve minutes from May 23, 2024, City Council meeting. Motion to accept the Consent Agenda as presented was made by Alderman Repino and second by Alderman Coffindaffer, passed unanimously. Alderman Fillinger, asked if he could make a suggestion to the council, the correct form is “I move not I make a motion. Mayor stated, Ok, I move.

## 6. Financial Report

a. The income and expenses for May 2023 will be reported by City Secretary Delma Doyal with possible discussion and/or action. Ms. Doyal reported the General Fund balance starting as of May 1, 2024, was at \$288,736.14, checks and payments cleared were \$263,420.42, deposits and other credits \$303,212.96, the ending balance as of May 31, 2024, was \$328,528.68. The ARPA Fund balance was at \$448,105.28, checks and payments cleared were \$222,898.00 and the ending balance as of May 31, 2024, is \$225,207.28, the TDA Grant Fund balance was the same as last month with the ending balance of \$51,970.00. Question asked by Pro Tem Mayor of the \$528,000 and several other dollar entries, which would be nice for it to state to who it was paid to or what it was for. The QuickBooks entry doesn't let us give enough details. The City Secretary stated she spoke with Ms. Alexis Rodriguez, our QuickBooks representative, and Ms. Rodriguez will look into seeing if more detail can be added to the entries. Alderman Fillinger moved to approve the financial report, as presented, was second by Mayor Pro Tem Alvarado, and passed unanimously.

## 7. 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. City Secretary Delma Doyal did not provide all council members with copies. Alderman Fillinger moved to postpone Item 7a to next council meeting set for June 27th.
- b. Discuss and/or possible action on establishing an ethics policy for elected and appointed officials. Alderman Fillinger moved to postpone agenda item 7b to next council meeting set for June 27<sup>th</sup>.

## 8. Public Works

- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. Director Priscilla Schmitt stated that due to the heat their shift is not seven to four. They will be working on adding a water fountain to the park with a doggy fountain. Hopefully it won't get vandalized. Also, a few council meetings back, the council approved a tree trimming service to come in and not to exceed \$10,000. Director hired J's Tree Trimming Svc, bonded and insured and will start next week with the cost of \$6500.00. Director Priscilla Schmitt also stated she would like to work on Red Mountain, Loman and Shady Forest roads and will get with TxDot regarding these roads but also mentioned that apparently there is a new subdivision developing on Priest Road which the roads will need to be upgraded to accommodate the traffic. If you would like to know more about the discussion regarding the roads, please go to the city's website as this was a lengthy subject. Also discussed by Alderman Coffindaffer is a streetlight. He stated that if citizens want a streetlight that lights up their driveway, just contact City Public Service and they will put one directly on your drive for \$10.00 a month. It is not to shine on the street but again, directly shining on your driveway.



## 9. Animal Control

- a. Presentation of monthly report by ACO Ashley Cunningham with possible discussion and/or action. Report was given by ACO Rene Salinas on behalf of Ashley Cunningham. Further discussion was had about the \$3,000,000 animal control facility in Atascosa County where the mayor took ACO Cunningham and Salinas to tour, to give Cunningham an idea of what kind of facility City of Sandy Oaks could look into building. After a lengthy discussion regarding the nice facility and the backup that law enforcement gives ACO, in Atascosa, that together here at Sandy Oaks, they could really get control of the problem of stray animals. It was stated by Alderman Coffindaffer to come up with a cost of a new facility, maybe adding a kennel tech and another ACO. Alderman Tremblay stating to look into a 25-dog facility as they would not want to actually home the stray animals and having a facility for dangerous dogs and then also, maybe start getting into cats. Alderman Tremblay also mentioned maybe having bodycams for the ACO's. Alderman Fillinger stated there might be an issue with ACO's wearing bodycam regarding certification and hindering the city's liability. Alderman Coffindaffer asked CPL Castillo, is there certifications for ACO and if he could find out because we do have extra bodycams. Mayor stated that it's not a glorious job, and animal control especially from a police perspective. It's not catching the bad guy, it's the repeat offenders. It's a Class C Misdemeanor, just as a speeding ticket. It has weight and it's going to cost them. So, while it's not glorious, it's forcing the law. And I think Alderman Fillinger has the right mentality is we get our Chief to start working it and actually it is part of his job. After a lengthy discussion regarding the bodycams. Alderman Coffindaffer asking CPL Castillo about the bodycams for the ACOs. The reason for inquiring is to protect the ACOs like it protects the Officers.

## 10. Police Department

- a. Updates and Announcements from Corporal Castillo with possible discussion and/or action. CPL Castillo stated he doesn't have any numbers on calls for service or anything like that but wanted us to be aware that he is still doing city ordinances. Right now, he is serving warnings and citations as they come and also following up on email complaints on city ordinances. CPL Castillo stated that he is receiving email from neighbors regarding people violating city ordinances down the street. Also wanted us to be aware that brush pickup is this month not bulk. He has seen a lot of junk and stuff piled up with the brush. He wants us to be aware of that because he is going to start citing for brush pickup. As far as patrol, I'm still running traffic, still issuing citations and answering calls for service. Not as much as I used to, but still doing other things, like filing reports and handling administrative duties that need to get done, but I am still out running traffic and looking for violators. Also, I am working with TCJ Registry right now regarding offenders that are registered with county or Elmendorf and try to get them switched over to Sandy Oaks jurisdiction so that is in process up to date and tomorrow I going to follow up with the patrol unit 503 to see what the status on that.

Mayor stated to council and citizens that to clarify when CPL Castillo mentioned TDCJ offenders in the area, however, because we utilize Elmendorf as our mailing address, we have people living here that are not registered with the city because they register with Elmendorf. However, the problem is that the maps are inaccurate. So when you look online



for offenders it doesn't show a limited number of offenders living in this area. But then when you look it up as Elmendorf, it shows the broader spectrum. So that is one thing that we are caught in our conversation with TDCJ and so it's going to be bigger administrative burden, but at the same time, the number will reflect more accurately and you know, I think that is the proper way to go for our citizens, because they need to know when they type in Sandy Oaks, what exactly is out here. So I just wanted to give you some clarity on that, and then also just to kind of be fair, right, so as the admin move into a new era for our Chief, and he starts reporting numbers on how much CPL Castillo is patrolling, the expectation is to see a decline in the number of tickets and warnings issued because we are running a basic operation right now, and so for the interest of safety for officer Castillo, we have been having him work on a lot more administrative duties. Spending more time in the office, working with the like he said, ordinance violations because I feel like that is something that we always need to catch up on so don't be alarmed when those numbers do come out and it looks a little different than normal. Usually, summers are pretty busy with kids being home and parents being home, but we will get back to normal operations soon. Pro Tem Mayor said, and our new Chief doesn't come in until July 11<sup>th</sup>. Mayor stated we wouldn't have the opportunity to swear him in until July 11. Alderman Coffindaffer addressed CPL Castillo, we know you have been taken on a lot of work here lately, but on behalf of myself, City Council, the Mayor, this community, THANK YOU, from the bottom of my heart because I know it is not easy. It has been thrown on you really quick and I appreciate you stepping up and meeting that challenge and doing it. CPL Castillo thanked Alderman Coffindaffer and Mayor Pro Tem also thanked CPL Castillo.

- b. Presentation of monthly report(s) by Corporal Castillo with possible discussion and/or action. CPL Castillo had no numbers to report.

## 11. Parks & Recreation

- a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. Alderman Repino mentioned that they had a good meeting at the community center. All repairs have been made and their next meeting is scheduled for July 9, due July 4<sup>th</sup> falling on the first Thursday. After lengthy discussion, the Mayor stated that overall the park advisory committee is super beneficial and one of the persons that doesn't get to the park to often because of my limited schedule but the advisory committee is open to the public and there were issues in the park and there were people saying that "well you all don't hear my changes or you all don't hear my requests. That is a great opportunity to get out there and voice your concerns with any issues that you can see. The volunteers show up every day and give their best and give their all to the community center and to make sure the park is open as much as possible. Otherwise, we don't have the staff to go open it and let everybody go and hangout there. These people give their own time and effort without getting paid. Without getting any kind of benefits. So if you do have updates or if you do have recommendations or suggestions, get involved, get out there and spend some time with them and you will really see the benefits that they provide and not only to the city but to the kids. Alderman Repino says that the advisory committee always puts something on every week, and we really appreciate it. Alderman Fillingger mentioned that they have an event every Sunday. Every week unless they take a vacation. They usually have probably 50 or 60 people utilizing the park. On the Mayor standpoint oh that's not good but as a citizen I see what they are talking about. Alderman



Coffindaffer asked if the events were posted. They are posted on Nextdoor. Mayor Pro Tem stated maybe have a suggestion box in the park for people to put their suggestions. Alderman Coffindaffer stated that a citizen did send an anonymous complaint dropped a letter addressed to him, here at City Hall with concerns but it was for an animal control issue not the park. Mayor Pro Tem mentioned that a lot of them don't go to the mayor or come to city hall. Alderman Repino stated that the citizens complain to the ladies and the ladies do bring it up at the committee meetings.

- b. Discuss and/or possible action on creating a 10yr Anniversary Celebration to include budget allowance. Mayor mentioned that as you know we celebrated our 10<sup>th</sup> year anniversary on May 14<sup>th</sup>. He got information from the community that they did want to do something. Gracefully our committee center will take the initiative on it if we could provide the staffing or the volunteering. In this meeting with the park advisory committee, we discussed possibly when we can do it. Right now, would be July 20<sup>th</sup> from 10:00 to 2:00, due to the heat. Really just an opportunity to get in the park, have a couple of events, a waterslide, some food, some music. We are not going to pass out coins, or commemorative stuff, we do want at least a plaque built for all our former and current council and mayors and all the places that they served. I did reach out to the county commissioner, the Precinct 1, Constable, reached out to our fire department. They are all making an effort to come and handout with us for a few hours. CPS is going to send out a representative. Thought about reaching out to Southside Marching Band for their booster club to come out and provide some live entertainment, but really just an opportunity to get together to celebrate the day. The past and present councilman deserve it. It's a lot of work for free and we can provide that for all of us here. Whether we have a 100 people or 2 people show up. I think the heart is in the right place. Discussions kept going on with regards to parking, like the blood mobile and fire department. Mayor mentioned that he has asked Animal Control to provide some adoptable animals and be out there. As far as budget is concerned. The budget for this event the mayor stated that \$5,000 should be sufficient enough for a waterslide, a moon bounce and petting zoo, a DJ and a platform. Alderman Coffindaffer moved to approve the budget amount of \$5,000 for the city's 10-year anniversary celebration and second by Alderman Tremblay, passed unanimously.
- c. Discuss and/or possible action on purchasing commercial grade picnic tables for the community center. Commercial grade picnic table were discussed by the advisory committee to be installed more picnic tables as the citizens do like to sit and watch their children play. So, the advisory committee asked Alderman Repino to bring it up to the council members that they would like to have more picnic tables installed in the park and they discussion was that it would not exceed \$1500. It was also discussed that maybe some of the tables could be refurbished. That there might be some umbrellas in storage and material to refurbish the tables but if not to possibly buy a couple more. If tables are purchased it was also mentioned that they should be concreted down, so that needs to be taken into consideration. Alderman Coffindaffer asked if that money wasn't already there for budget. Mayor replied that no it is to come out of our budget as their \$7,000 budget is for community activities. Alderman Coffindaffer made a motion to spend no more than \$1500 and to be taken out of the general fund, and seconded by Alderman Repino, not passed. Alderman Fillinger made the motion to postpone this issue, so as to readdress the picnic tables and inventory what materials are in storage. He also stated this is not a

budgeted item and we cannot take it from the general fund. Mayor stated again motion made by Alderman Coffindaffer and second by Alderman Repino to create a budget to not to exceed \$1500 to purchase commercial grade picnic tables for the community center, motion does not pass unanimously. The motion is granted. So again, Alderman Fillinger made the motion to postpone to June 27, council meeting.

**12. Administration – New Business**

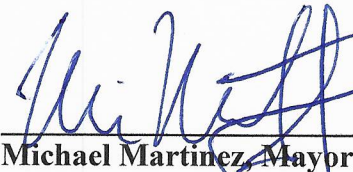
- a. **Executive Session to deliberate compensation for The Chief of Police and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074.**

**Mayor announced the time is now 7:40 p.m., we are in Executive Session.**

**13. Adjourn**

**Mayor announced it is now 7:54 p.m. and the meeting is adjourned.**

Passed and approved this 11th day of July 2024.

  
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Michael Martinez, Mayor

**ATTEST:**

  
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Delma Foyal