

CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING AGENDA
October 10, 2024 at 6:30 p.m.

1. **Call to order and quorum call.** By Mayor at 6:34 p.m.
Present: Mayor Pro Team Alvarado, Alderman Fillinger, Alderman Tremblay, Alderman Coffindaffer, along with City Attorney and City Secretary

Not Present: Alderman Repino
2. **Pledge of Allegiance.** Led by Mayor Martinez
3. **Citizens to be heard.** Persons wishing to speak may sign up with the City Secretary in the time and manner as indicated above. John Crickner's input on mailboxes regarding the obstruction around the mailboxes.
4. **Mayor & Administrator Announcements/Updates**
 - a. Status of the Annexing project. Mayor received an approval from the builder and is now we're working with the City of San Antonio.
 - b. Update on ROW issue on the 23050 Copper Canyon. We received an update on the right- of-way on Copper Canyon. Mayor Pro Tem Alvarado stated they went out after 30 days to look over the finished right of way and the owner did leave two wings, it is all good;
 - c. Implementation of the Sexual Harassment videos for Police Dept and Staff. All the employees completed the video, including the two new officers.
 - d. Credit card policy. We are working on that. The critical spending has stabilized and there is a process in place; and
 - e. Personnel Policy Updates. Alderman Fillinger stated he is not complete.

The mayor moved on to Item 12d for respect for the Post Master's time.
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 12, 2024 Regular Meeting
 - b. Approve minutes from the September 25, 2024 Special Meeting
 - c. Approve invoice 2024-071-01-03 6S Engineering (Red Mountain Rd)
 - d. Approve invoice Quinney Electric
 - e. Kassahn & Ortiz, P.C. City Attorney Invoice 1352 (August)
 - f. Kassahn & Ortiz, P.C. Prosecutor Invoice 1353 (August)

Motion moved by Alderman Coffindaffer and Second by Alderman Fillinger to accept the consent agenda as presented, passed unanimously.
6. **Financial Report**
 - a. The income and expenses for September 2024 will be reported by City Secretary Delma Doyal with possible discussion and/or action. After City Secretary read the financials, Alderman Tremblay asked what the accrual carryover was from last year. The mayor stated he did not factor any carryover.

Alderman Tremblay stated the budget is not accurate without the carryover. After a lengthy discussion a motion moved by Alderman Fillinger and second by Coffindaffer to accept the financial report as presented, passed unanimously.

7. Public Works

- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. Director of Public Works stated she was notified by SAWS that there was a repair going to be done between Montreal and Sandy Forest within the next coming week, so the road will have to be closed or have one lane open so they can cut and repair 50 feet of the road. It will be a contracted out and they asked what the city requires. Next update, Public Works crew completed an 8 X 10 cement slab for the community center to place the picnic table that was purchased through the Park's Committee Budget. Also, there is property for sale in the City of Sandy Oaks and they are clearing the land but putting the debris on the City's property. What can be done about this. What should we do? After lengthy discussion and assistance from the City Attorney, if the City must hire a cleaning crew to clean the property, the bill can be sent to the property owner and if not paid, the City can put a lien on the owner's property.

7:21 p.m. Mayor announced that Alderman Coffindaffer stepped away.

8. Animal Control

- a. Updates and Announcements from ACO Cunningham with possible discussion and/or action. Response to 8a is included in 8b
- b. Presentation of monthly report by ACO Cunningham with possible discussion and/or action. Animal Control Officer, Ashley Cunningham mentioned she has had a lot of calls for strays, but also mentioned she has had an issue with someone running over people's dogs intentionally. The citizens were not very good at remembering who did it or get a license plate and no information on the color of the vehicle. Another issue ACO is having is that citizens are not getting their dogs vaccinated for rabies. She mentioned she had another dog bite case. She does provide every person that she speaks with or cites, she provides them with low-cost information for the rabies shots. On another note, ACO did mention that the dangerous dog information on the ordinance conflicts with no dangerous dog that are allowed in the city and then if you look further in the ordinance, it gives the regulations for dangerous dog. Alderman Fillinger stated that he would get with ACO, and get the ordinance updated, cont'd.....

Mayor announced, just for the record, it is 7:24 p.m. and Alderman Coffindaffer returned to the council meeting.

.....ACO stated she had a lot of dogs picked up and a lot of dogs that need to be picked up but is struggling here.

- c. Executive Session to deliberate the appointment, employment, and duties of the Assistant Animal Control Officer and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. The mayor motion to strike from agenda.

9. Police Department

- a. Updates and Announcements from Chief Juarez with possible discussion and/or action. Chief Juarez stated that he interviewed some candidates. The new hires started going through the evidence room. The investigator started going through the cases that were not turned in and contacted the lab to find out how many cases in the lab are pending. Cpl Castillo attended some of the classes he needed for his license to remain current. We're growing and looking forward to having extra people onboard.
- b. Presentation of monthly report by Chief Juarez with possible discussion and/or action. Chief Juarez

read the monthly report. The Council and Chief discussed City's Ordinance violations written by Bexar County. What happens to these citations written by Bexar County?

- c. Discuss and/or possible action on resolution 2024-212 for adopting hiring procedures for the Police Department. Resolution 2024-212 includes 9d – 9f. Alderman Fillinger moved to adopt Resolution 2024-212 and second by Mayor Pro Tem Alvarado, passed unanimously.
- d. Discuss and/or possible action on a SOPD Hiring Policy.
- e. Discuss and/or possible action on a SOPD policy related to Personnel Files.
- f. Discuss and/or possible action on a SOPD Policy on Misconduct Allegations.
- g. Discuss and/or possible action on Grant Consulting Proposal. Motion moved by Alderman Fillinger and second by Alderman Tremblay to accept the contract for strategic funding administration/grant services be forward to City Attorney for review, passed unanimously.
- h. Discuss and/or possible action on the appointment, compensation, hours, duties, benefits, and start date for position of Police Officer. Chief Juarez is in the process of hiring another officer who is canine certified, salary mentioned around \$48,000, which is within the budget. Depending on TCOLE's procedures, the new candidate start date may be around 7 to 14 days. Alderman Fillinger moves to hire the canine officer at \$48,000 a year depending on TCOLE's availability approval, second by Tremblay, passed by 3 to 1 vote. Alderman Coffindaffer is opposing the pay of \$48,000 with a dog, stating that an officer with a canine should be offered more money. Other council members disagree.

Alderman Coffindaffer made a motion to move to 12a. Mayor agreed.

10. Parks & Recreation

- a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. 10a will not be discussed as Alderman Repino is not present to give updates.

11. Administration – Old Business

- a. Discuss and/or possible action on amending the Personnel Policy Manual. Discussed earlier in the meeting.

12. Administration – New Business

- a. Discuss and/or possible action on Regulating Driveways. After a lengthy discussion a motion was moved by Alderman Coffindaffer to move to Item 13. Motion was moved by Alderman Tremblay to work with the City Attorney to draft an Ordinance for Regulating Driveway Encroachment, Alderman Coffindaffer stated he will second the motion if someone would second his motion to move to Item 13. Mayor stated we still have lots on the agenda. The motion on the ordinance was then second by Mayor Pro Tem, passed unanimously. Alderman Fillinger made a motion to **not** adjourn the meeting and Mayor agreed.

Mayor stated it is now 8:35 p.m. and Alderman Coffindaffer left the council meeting.

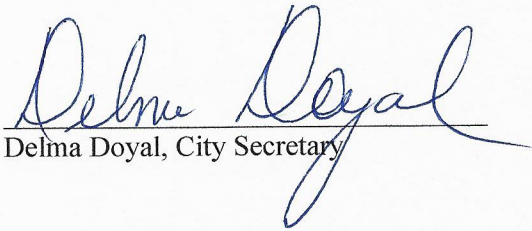
- b. Discuss and/or possible action Animal Shelter Advisory Committee. Alderman Fillinger made a motion to postpone until after elections.
- c. Discuss and/or possible action on Animal Control Budget. Postponed until a candidate is hired.
- d. Discuss and/or possible action on mailboxes with Elmendorf Postmaster. Mayor induced Mr. Michael Saldana who has been a Navy veteran for 25 years and has been the Postmaster for Elmendorf/Sandy Oaks for about six years now. He is here to help and make the city look better. His presentation showed some but not any issues with the City's mailboxes.
- e. Discuss and/or possible action on an ordinance regulating fences and permitting. Ordinance 2024-

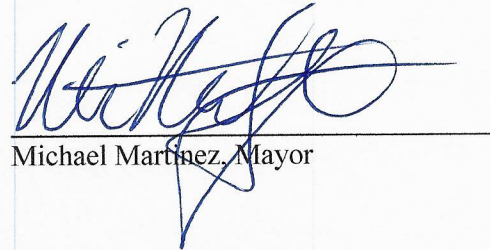
245, regulating fences and permitting, with a grandfather clause considering the fences already in place, unless the fence is in dire need of 50% of repairs or more. So with that said, Alderman Fillinger moved to adopt Ordinance 2024-245 regulating fences and permitting with a \$75.00 permit fee, to include the plan or plans for the city to approve or disapprove, motion was second by Alderman Tremblay, passed unanimously.

13. Adjourn

Meeting adjourned at 8:43 p.m.

PASSED AND APPROVED THIS 24TH DAY OF OCTOBER 2024.


Delma Doyal, City Secretary


Michael Martinez, Mayor