

**Michael Martinez**

Mayor

**Charles Fillinger**

Alderman Place 1

**David Tremblay**

Alderman Place 2

**Thomas Repino**

Alderman Place 3



**Grace Alvarado**

Alderman Place 4

**Monica Madero**

Alderman Place 5

**Delma Doyal**

City Secretary

**Casandra Ortiz**

City Attorney

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS  
REGULAR MEETING AGENDA  
January 9th, 2025 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, January 9<sup>th</sup>, 2025, 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/85261332945> and enter Meeting ID 852 6133 2945

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](mailto: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 for 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 the 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**

- a. Hazardous road conditions on Waterwood Pass
- b. ETJ Extensions

- c. Financial report questions from December
- 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 November 14, 2024 Regular City Council Meeting.
  - b. Approve minutes from December 12, 2024 Regular City Council Meeting.
  - c. Approve minutes from December 19, 2024 Special City Council Meeting
- 6. Financial Report**
- a. The income and expenses for December 2024 will be reported by City Secretary Delma Doyal with possible discussion and/or action. (Mayor Martinez)
- 7. Investment Report**
- a. Receive brief from Alderman Repino on Quarterly Investment Report with possible discussion and/or action. (Mayor Martinez)
  - b. Discuss and/or possible action on Resolution 2025-217 approving an investment policy, delegating responsibility and authority, and designating an investment officer. (Mayor Martinez)
- 8. Public Works**
- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. (Mayor Martinez)
- 9. Animal Control**
- a. Updates and Announcements from ACO Cunningham with possible discussion and/or action. (Mayor Martinez)
  - b. Presentation of monthly report by ACO Cunningham with possible discussion and/or action. (Mayor Martinez)
- 10. Police Department**
- a. Updates and Announcements from Chief Juarez with possible discussion and/or action. (Mayor Martinez)
  - b. Presentation of monthly report by Chief Juarez with possible discussion and/or action. (Mayor Martinez)
- 11. Parks & Recreation**
- a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. (Mayor Martinez)
- 12. Administration – Old Business**
- a. Discuss and/or possible action on amending the Personnel Policy Manual. (Fillinger/Alvarado)
  - b. Discuss and/or possible action on ordinance 2024-245 regulating fences. (Fillinger/Tremblay) (Second Reading).
  - c. Discuss and/or possible action on Ordinance 2024 – 246 providing for the regulation of driveways and culverts. (Tremblay/Fillinger) (2<sup>nd</sup> Reading)
  - d. Discuss and/or possible action on quote for electricity to be run to Animal Control Metal

- Building to include Anti-Shadow lighting, Surge Protected Plugs, Multiple Outlets and outlets for refrigerator. (Mayor Martinez)
- e. Discuss and/or possible action on the purchase of E-Force (Report Management System). (Mayor Martinez)
  - f. Discuss and/or possible action on the purchase of a Body Cam/Evidence Management System. (Mayor Martinez)
  - g. Discuss and/or possible action on the purchase of a Dash Cam System. (Mayor Martinez)

### **13. Administration – New Business**

- a. Executive Session to deliberate a change in compensation for Public Works, City Secretary, Court Clerk, and Police Department Corporal 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 on Ordinance 2019-149 providing procedures for the adoption of City Ordinances. (Mayor Martinez)
- c. Discuss and/or possible action on Ordinance 2025-249 repealing Code Enforcement Officer. (Tremblay/Alvarado)
- d. Discuss and/or possible action on Ordinance 2025-250 amending Ordinance 2022-202 creating the position of Public Works Director. (Mayor Martinez)
- e. Discuss and/or consider driveway inspection permits fee for City Engineer inspection. (Mayor Martinez)
- f. Discuss and/or possible action on Ordinance 2024 - 248 establishing regulations on Certificates of Occupancy. (Mayor Martinez)
- g. Discuss and/or possible action on a pay adjustment for Public Works Director with an effective date. (Tremblay/Alvarado)
- h. Discuss and/or possible action on Grievance filed by Court Clerk Katherine Yelton. (Mayor Martinez)

### **14. Adjourn**

#### **NOTE:**

Enumerated agenda items are assigned numbers for ease of reference only and will not necessarily be considered by the 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 6<sup>th</sup> day of January 2025 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