

# CITY OF SANDY OAKS, TEXAS

## RESOLUTION 2017- 77

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS ADOPTING AMENDED WEBSITE POLICIES AND PROCEDURES FOR THE CITY OF SANDY OAKS, TEXAS**

**WHEREAS**, the City of Sandy Oaks (“City”) maintains a website and the guidelines and regulations regarding the content and maintenance were first established by Resolution 2014-6; and

**WHEREAS**, the City desires to amend the website policies and procedures in accordance with Resolution 2014-6 section 2 with new policies and procedures.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS THAT:**

**SECTION 1. POLICIES AND PROCEDURES ADOPTED.** The City Council of the City hereby adopts the policies and procedures for City website as provided by in this Resolution.

**SECTION 2. PURPOSE.** To provide clear guidelines and understanding regarding the jurisdiction, content, and maintenance of the City Web Site.

**SECTION 3. SITE OBJECTIVE.** To support the City’s’ goal of more effectively communicating information to the citizens of Sandy Oaks for their improved understanding of relevant issues and the development of a more participatory and cohesive community.

**SECTION 4. SCOPE.** The City Website shall contain information that is housed in the Sandy Oaks City Office or such locations as the City Council shall approve and Places of Public Record and other information deemed appropriate by the Sandy Oaks City Council.

**SECTION 5. JURISDICTION.** The City Council has authority over the City Website. Any new content that does not fit within the current content guidelines must be approved by the City Council before being posted. Such approval will constitute an amendment to this policy such that further updates of this specific addition will not need further City Council approval.

The City Council has the authority to change the password(s) that allows altering information to the City Website. The City Clerk will maintain control of the password(s). The current Webmaster must be informed immediately of any changes. The Webmaster will be given the password(s) that allow inputting changes on the Website. These password(s) may change when a new Webmaster is appointed.

**SECTION 6. DOMAIN NAME.** The domain name for the City Website is: [www.cityofsandyoaks.com](http://www.cityofsandyoaks.com).

**SECTION 7. SERVICE PROVIDER.** The Website is currently hosted by Go Daddy. This may change in the future as directed by the City Council.

**SECTION 8. WEBMASTER.** The City Website shall be updated and maintained by the designated

Webmaster or by the City Clerk. The Webmaster candidate must be approved by City Council. A minimum of a one-year commitment by the Webmaster will facilitate an efficiently run Website.

The Webmaster has the authority to change the password(s) as may be needed for security reasons and shall inform the City Clerk immediately when such a change has been made. The City Clerk also has the authority to change the password(s) when necessary and shall immediately notify the appropriate parties when such changes are made.

**SECTION 9. CONTENT.** The City Website contains public information. This information has been collected from various sources including scanning from paper copies. Official copies may be obtained from the City Clerk. The official copies shall always take precedence over the information found on the Website or any other sites.

The City Website will not include information or links to commercial enterprises nor nonprofit clubs and organizations unless specifically approved by the City Council.

Approved content includes:

The City of Sandy Oaks  
About Sandy Oaks  
Sandy Oaks Newsletter

### **City Council**

Council Members

Meetings and Agendas (Mandatory 72 hour posting prior to Regular and Special Council meetings)

Council Information Packet Contents (As available)

Draft Meeting Minutes (Mandatory within 1 week after Regular or Special Council meeting)

Approved Meeting Minutes (Mandatory within 1 week after Regular or Special Council meeting)

Policy on Public Participation During Meetings

### **City Marshal's Office**

Emergency and non-emergency contact information

Marshal's Office Monthly Summary

### **City Business**

Draft Ordinances

Public Hearing Information

Administration

Applications and Permits (Information only. One can NOT submit applications electronically due to fees.)

Legal Notices

Ordinances and Resolutions

Documents (Checklists, Procedures Manual)

Sandy Oaks City Office (hours, location, City Clerk)

Comprehensive Plan

Archived Minutes

Approved Financial Reports including annual City Audits

Sandy Oaks Information NEW Last Site Update

City Services

Frequently Asked Questions  
Road Inventory Information  
Government Links  
Voter Information  
Candidate information  
Schools (districts serving Sandy Oaks and link to school Web Sites)  
Survey Results  
Meeting Calendar  
Special Issues and Events  
Community Information  
Recreation  
Waste and Recycling (current recycling schedules/providers)  
Environmental Issues  
Lost and Found Animals (including a link to [www.petfinder.org](http://www.petfinder.org))  
Volunteering  
Personal information of Sandy Oaks City Council members, phone numbers will only be posted with the express permission of each individual involved. Official email addresses will be posted.

**SECTION 10. FUTURE CONTENT.** Additional topics must be presented to the City Council for approval prior to being added to the City Website.

**SECTION 11. LINKS TO OTHER SITES.** The City Website may provide links to government and related sites provided the sponsoring organization is non-profit and consistent with the goals and policies of the City Comprehensive [Plan\[CO1\]](#), when adopted.

**SECTION 12. MAINTENANCE.** The designated Webmaster and the City Clerk are the only persons authorized to maintain and update information to the City Website. Best efforts will be made to update the Website in a timely manner—usually within one week of receiving the information.

Back up copies of the City Website shall be maintained on a monthly basis.

**SECTION 13. SUBMISSION PROCEDURES.** Electronic Submission for Website input is preferred. Information can be forwarded directly to the City Clerk to be forwarded to the [Webmaster\[CO2\]](#) for posting. Paper copy can be received via mail or hand delivery to the City Clerk to be forwarded to the Webmaster.

The City Clerk will e-mail public information as soon as it is available to the Webmaster for updating the City Website. This information includes, but is not limited to: approved City Council Minutes, draft Planning and Zoning Commission Minutes, Sandy Oaks Newsletters once published, meeting agendas, meeting notices and public hearing notices, proposed ordinances/resolutions and enacted ordinances/resolutions once passed by City Council. When appropriate, the City Clerk may post approved information directly to the City Website.

These items will not need additional City Council approval for updating the Website.

**SECTION 14. SEVERABILITY.** Should any article, section, subsection, sentence, clause, or phrase of this resolution, for any reason, be held unconstitutional or invalid by the valid judgement or decree of any court of competent jurisdiction, such decision or holding shall not affect the validity of the remaining

portions hereof. It is the intent of the City Council to enact each section, and portion thereof, individually, and each such section shall stand alone, if necessary, and be in force regardless of the determined invalidity of any other section or provision.

**PASSED, APPROVED, AND ADOPTED on this 9th day of November, 2017.**

**CITY OF SANDY OAKS, TEXAS**

*Karen Tanguma*

Karen Mendiola Tanguma, Mayor

**ATTEST:**

*Charlotte Rabe*

Charlotte Rabe, City Clerk