

Mayor  
**Michael Martinez, Jr.**  
Alderman Place 1  
**John Crickmer**  
Alderman Place 2  
**David Tremblay**  
Alderman Place 3  
**Lamar McNeal**



Alderman Place 4  
**Cynthia CJ Walker**  
Alderman Place 5/Mayor Pro Tem  
**Monica Madero**  
City Administrator  
**Dr. Jamaine Johnson**  
City Attorney  
**Casandra C. Ortiz**  
City Secretary  
**Delma Doyal**

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS**  
**REGULAR MEETING AGENDA**  
**March 12th, 2026, 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, March 12<sup>th</sup>, 2026, 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. People wishing to speak may sign up with the City Secretary in the time and manner 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 is 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. March 19, 2026 / 3:30 PM – 6:30 PM: Records on the Run Mobile (Administrator, Johnson)
- b. April 14-16, 2026 - The Texas Municipal League Intergovernmental Risk Pool representative recommends a City of Sandy Oaks staff member attend the Certified Playground Safety Inspector (CPSI) Certification course in Burseson, TX (City Administrator Johnson)
- c. August 17, 2026 / 5:00 PM: Officer Election Application Deadline for Mayor, Alderman Place-2, Alderman Place-3 (unexpired term), and Alderman Place-4 (City Administrator Johnson)

- d. August 27, 2026: Proceed with Wrecker Service Agreement between City of Sandy Oaks and Texas Towing, expiring August 27, 2026. (City Administrator Johnson)
- e. November 3, 2026: Officer Election Day for Mayor, Alderman Place-2, Alderman Place-3 (unexpired term), and Alderman Place-4 (City Administrator Johnson)

**5. Consent Agenda** – All matters listed under the 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 a 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 February 26<sup>th</sup>, 2026, Regular City Council Meeting. (Mayor Martinez)
- b. Approve Invoice 1389 from Kassahn & Ortiz, P.C. (February City Attorney Services) Not to Exceed \$5,580.00.
- c. Approve Invoice 1389 from Kassahn & Ortiz, P.C. (February City Prosecutor Services) Not to Exceed \$720.00.

**6. Staff and Committee Reports** (City Administrator Johnson)

- a. **Animal Control:** Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Animal Control Officer Cunningham)
- b. **Financial Report:** Report on income and expenses for February 2026 with possible discussion and/or action. (City Secretary Doyal)
- c. **Park Advisory Committee:** Updates/Announcements and presentation of the monthly meeting minutes with possible discussion and/or action. (Alderman Crickmer)
- d. **Police Department:** Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Police Chief Juarez)
- e. **Public Works:** Updates and Announcements with possible discussion and/or action. (Public Works Director Schmitt)

**7. Administration – Unfinished Business**

- a. Discuss and/or possible action on a contract with Municode for codification integration software providing seamless access to ordinances. (City Administrator Johnson)
- b. Discuss and/or possible action on imposing a tax increase for the fiscal year 2027. (Mayor Martinez)
- c. Discuss and/or possible action to appoint Citizen Complaint Review Board members as required by Ordinance 2021-181. (Alderman Walker, Alderman McNeal)
- d. Discuss and/or possible action amending Ordinance 2022-217 Establishing the Sandy Oaks Police Department and related matters. (Mayor Martinez, City Administrator Johnson)

**8. Administration – New Business**

- a. Discuss and/or possible action on Pay Rates for Animal Control Officers and related matters. (City Administrator Johnson, Police Chief Juarez)
- b. Discuss and/or possible action on ordinance establishing minimum distance requirements for registered sex offenders from city parks and recreation areas. (City Administrator Johnson)
- c. Discuss and/or possible action on amending Ordinance 2021-181 regarding the Citizen Complaint Review Board and related matters. (Alderman Walker, Alderman McNeal)
- d. Discuss and/or action on hiring a Police Department Investigator to conduct investigations and patrol duties, as well as hiring a Patrol Officer for patrol operations. (City Administrator Johnson, Chief Juarez)

- e. Discuss and/or action on hiring a Animal Shelter Technician. (City Administrator Johnson, Chief Juarez)
- f. Discuss and/or possible action for projects of Texas Community Development Block Grant (TxCDBG) Downtown Revitalization Grant. (Mayor Martinez)

**9. 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).

- a. Executive Session to deliberate Pay Rates for Animal Control Officers, and related matters. (City Administrator Johnson, Police Chief Juarez)
- b. Executive Session to deliberate on hiring a Police Department Investigator to conduct investigations and patrol duties, as well as hiring a Patrol Officer for patrol operations. (City Administrator Johnson, Chief Juarez)
- c. Executive Session to deliberate on hiring a Animal Shelter Technician. (City Administrator Johnson, Chief Juarez)

## **10. Adjourn**

I certify that the above notice of a regular meeting was posted at City Hall at 3 P.M. on March 6<sup>th</sup>, and the notice remained posted continuously in accordance with the Texas Open Meetings Act.

Delma Doyal, City Secretary