

Michael Martinez, Jr

Mayor

Alderman Place 1

John Crickmer

Alderman Place 2

David Tremblay

Alderman Place 3

Lamar McNeal



Cynthia Walker

Alderwoman Place 4

Mayor Pro Tem / Alderwoman Place 5

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 MINUTES
February 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, February 12th, 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 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.

The regular meeting of the City Council was called to order at 6:30 PM by Mayor Michael Martinez, Jr. A quorum was present.

Present: Mayor Michael Martinez, Jr.; Mayor Pro Tem Monica Madero; Alderman David Tremblay; Alderman Lamar McNeal; Alderwoman Cynthia Walker

Staff Present: Dr. Jamaine Johnson, City Administrator; Casandra C. Ortiz, City Attorney; Chief Juarez, Police Chief; Ashley Cunningham, Animal Control Officer; Michael Avendaño, Public Works Director; Absent: Delma Doyal, City Secretary

2. Pledge of Allegiance.

The Pledge of Allegiance was recited.

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.

Three citizens addressed the Council.

4. Mayor & Administrator Announcements/Updates

- a. Submitted 3-year surety bonds for Court Clerk Jeremy Fernandez, City Secretary Delma Doval, and City Administrator Jamaine Johnson. (City Administrator, Johnson)

Mayor Martinez read a proclamation designating February 2026 as Black History Month. City Administrator Johnson announced submission of surety bonds and City Hall closure for President's Day.

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.

Approval of January 22, 2026 minutes postponed.

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. **Animal Shelter Advisory Committee:** Updates and Announcements with possible discussion and/or action.
- c. **Financial Report:** Report on income and expenses for January 2026 with possible discussion and/or action. (~~City Secretary, Doyal~~) (City Administrator)
- d. **Tom Repino Park Advisory Committee:** Update and Announcements with possible discussion and/or action. (Alderman, Crickmer)
- e. **Police Department:** Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Police Chief, Juarez)
- f. **Public Works:** Updates and Announcements with possible discussion and/or action. (Public Works Director, Schmitt)

Reports received from Animal Control, Animal Shelter Advisory Committee, City Administrator, Tom Rapino Park Advisory Committee, Police Chief, and Public Works Director.

Financial Report: Report received, City Administrator directed to revise budget format for next meeting.

7. Administration – Unfinished Business

- a. Discuss and/or possible action on a contract for codification services. (Mayor Martinez)
- b. Discuss and/or possible action on the status of resolutions/ordinances. (Mayor Martinez)
- c. Discuss and/or possible action on awarding a professional service contract for vehicle towing and storage services, including required accounting and record-keeping, based on responses to the City of Sandy Oaks Request for Proposal. (Mayor Martinez, Alderman Tremblay)
Alderman Tremblay moved to authorize City Administrator and Chief of Police to develop contract with River City Towing based on RFP for presentation at next meeting. Mayor Pro

Tem Madero seconded. Motion carried unanimously.

8. Administration – New Business

- a. Discuss and/or possible action repealing Ordinance 2022-201 Establishing Classifications and positions in the Sandy Oaks Police Department by adopting Ordinance 2026-267. (Mayor Martinez) Agenda listed as Ordinance 2026-267; corrected during meeting to Ordinance 2026-268] Mayor Pro Tem Madero moved to adopt Ordinance 2026-268 repealing Ordinance 2022-201 regarding Police Department positions and classifications. Alderman Tremblay seconded. Motion carried unanimously.
- b. Discuss and/or possible action on imposing a tax increase for the fiscal year 2027. (Mayor Martinez)
Postponed to next meeting pending budget review.
- c. Discuss and/or possible action on a pay adjustment for Public Works Employee Michael Avendano, with an effective date. (City Administrator, Johnson)
Alderman Tremblay moved to increase Michael Avendano's pay by \$1.50 per hour. Alderman McNeal seconded. Motion carried. Motion carried unanimously.
- d. Discuss and/or possible action on hiring Code Enforcement Officer. (City Administrator, Johnson, Police Chief, Juarez)
Alderman Tremblay moved to offer George Aguilar position at \$23 per hour with start date to be negotiated. Alderman McNeal seconded. Motion carried unanimously.
- e. Discuss and/or take action to advertise the vacant Animal Shelter Technician position. (City Administrator, Johnson)
Mayor Pro Tem Madero moved to post part-time position at \$15 per hour on city website and Indeed. Alderman Tremblay seconded. Motion carried unanimously.
- f. Discuss and/or take action to advertise the vacant Deputy Court Clerk or Deputy City Clerk position. (City Administrator, Johnson)
Postponed indefinitely.
- g. Discuss and/or possible action Prohibiting the Use of Wireless Communication Devices While Operating a Motor Vehicle Within City Limits by adopting an ordinance. (Mayor Martinez)
Mayor Pro Tem Madero moved amendments: Section 6(A) strike "personnel" insert "vehicle"; Section 10 insert Oxford commas; Section 11 insert commas. Alderman Tremblay seconded. Motion carried unanimously.
Alderman Tremblay moved to adopt Ordinance 2026-267 as amended prohibiting wireless device use while driving. Alderman McNeal seconded. Motion carried (4-1),
- h. Discuss and/or possible action on a professional service contract for city website redesign (City Administrator, Johnson)
Discussion held; presentation scheduled for next meeting.

- 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).

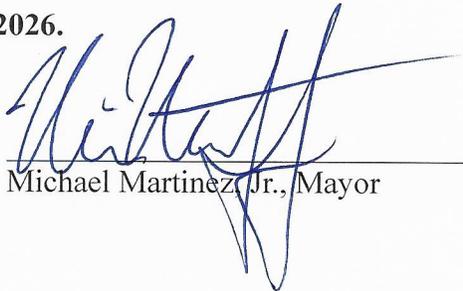
- a. Deliberate on the Pay Rate for Public Works Employee Michael Avendano, and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Dr. Johnson)
- b. Deliberate on the hiring of Code Enforcement Officer and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)

Council entered executive session at 7:18 p.m. pursuant to Texas Government Code §551.074 (Personnel Matters). Reconvened at 7:34 p.m.

10. Adjourn

I certify that the above notice of a regular meeting was posted at City Hall at 3 P.M. on February 6th, and the notice remained posted continuously in accordance with the Texas Open Meetings Act.
Meeting adjourned at 9:21 p.m.

Passed and approved this 26th day of February 2026.



Michael Martinez, Jr., Mayor

ATTEST:



Delma Doyal, City Secretary