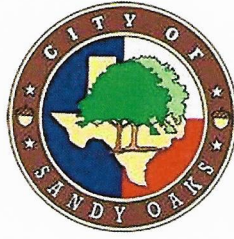


Mayor
Michael Martinez, Jr.
Alderman Place 1
John Crickmer
Alderman Place 2
David Tremblay
Alderman Place 3
Lamar McNeal



Alderman Place 4
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 AND TOWN HALL MINUTES
March 26th, 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 26th, 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. The regular meeting was called to order at 6:34 p.m. by Mayor Michael Martinez, Jr. A quorum was present.

The City Council will also hold a Town Hall during the Regular meeting to allow for questions and public comments on a potential tax increase proposed for 2026 to support the 2026-2027 fiscal year budget. 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.

Present: Mayor Michael Martinez, Jr, Mayor Pro Tem Monica Madero; Alderman John Crickmer; Alderman David Tremblay; Alderman Lamar McNeal; Alderman CJ Walker; Mayor Michael Martinez, Jr. Staff Present: Dr. Jamaine Johnson, City Administrator; Casandra C. Ortiz, City Attorney; Chief Juarez, Police Chief.

2. Pledge of Allegiance.

The Pledge of Allegiance and Texas Flag was recited.

3. Town Hall moderated by the Mayor and City Administrator to allow for questions and public comment on a potential tax increase for the 2026 tax year to support the 2026-2027 fiscal year budget. This is not a public hearing on the proposed tax rate or budget that Council will hold prior to consideration and adoption of the 2026 tax rate and 2026-2027 fiscal year budget.

No questions or public comments were received from those present in person or online. The Town Hall was adjourned at 6:35 p.m.

4. 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.

City Secretary Doyal confirmed that no citizens had signed up to address the City Council. No public comments were received.

5. Mayor & Administrator Announcements/Updates

- a. Proclamation declaring April 2026 as Fair Housing Month (Mayor Martinez)

Mayor Martinez presented and read a Proclamation declaring April 2026 as Fair Housing Month in the City of Sandy Oaks, urging all citizens to become aware of and support the Fair Housing Law.

- b. March 28, 2026, 12:00 PM - 3:00 PM - Easter Celebration at the Community Center (City Administrator Johnson)

Interim City Administrator Dr. Johnson announced the Easter Celebration at the Community Center.

6. 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 26th, 2026, Regular City Council Meeting. (Mayor Martinez)
Alderman Walker requested that Item 6a (Minutes from the February 26, 2026, Regular City Council Meeting as previously submitted corrections had not yet been incorporated.
- b. Approve February 2026 Regular Financial Report on income and expenses (City Administrator Johnson)
- c. Approve minutes from March 12th, 2026, Regular City Council Meeting. (Mayor Martinez)
Alderman Walker requested that Item 6c (Minutes from the March 12th, 2026, Regular City Council Meeting as previously submitted corrections had not yet been incorporated.
- d. Approve Invoice 1389 from Kassahn & Ortiz, P.C. (February City Attorney Services) Not to Exceed \$5,580.00.
- e. Approve Invoice 1388 from Kassahn & Ortiz, P.C. (February City Prosecutor Services) Not to Exceed \$720.00.
- f. Approve adopting Ordinance No. 2026-269 amending Ordinance 2022-217 establishing the Sandy Oaks Police Department and related matters and approval of waiver second reading of Ordinance No. 2026-269. (Mayor Martinez, City Administrator Johnson)
- g. Approval of extending an offer of employment to Victor Bañuelos as a part-time Animal Shelter Technician at a rate of \$15/hour with a potential start date of March 16, 2026, with stipulation that employment is contingent on an accepted rabies vaccination, with no employment benefits. (City Administrator Johnson, Chief Juarez)
- h. Approve directions to City Administrator and City Attorney to begin public engagement process with citizens regarding potential tax increase for 2026 tax year to support the 2026-2027 fiscal year budget. (Mayor Martinez, City Administrator Johnson)

Alderman McNeal moved to approve the Consent Agenda as amended, with Items 6a and 6c removed. Second: Alderman Crickmer Vote: All members voted in favor. Motion carried unanimously.

7. Administration – Unfinished Business

- a. Discuss and/or possible action to appoint Citizen Complaint Review Board members as required by Ordinance 2021-181. (Alderman Walker, Alderman McNeal)
Item 7A was deferred and taken up after Item 7B, as the proposed amendments under 7B would directly affect the membership structure and qualifications for appointments.
Alderman Walker reported the need for citizen applicants and directed the City Administrator to advertise the Board positions and for council members to conduct outreach to recruit qualified applicants. Formal appointments to be made at the first meeting in May per the ordinance.
- b. Discuss and/or possible action on amending Ordinance and approval to waive second reading of 2021-181 regarding the Citizen Complaint Review Board and related matters. (Alderman Walker, Alderman McNeal)
Motion: Mayor Pro Tem Monica Madero moved to amend Ordinance 2021-181 and adopt Ordinance 2026-270 as amended. Seconded by Alderman Walker. Motion carried.
- c. Discuss and/or possible action for projects of Texas Community Development Block Grant (TxCDBG) Downtown Revitalization Grant. (Mayor Martinez, City Administrator Johnson)
Item 7C TxCDBG Downtown Revitalization Grant was addressed before Items 7A and 7B to accommodate online presenter. Motion: Alderman Tremblay moved to authorize the grant writer to complete and submit a TxCDBG Downtown Revitalization Grant application for the purpose of acquiring real property adjacent to Sandy Oaks City Hall for downtown development. Second: Alderman McNeal Vote: Motion carried; one Alderman Crickmer opposed. The Mayor directed the grant writer to coordinate with the City Administrator and provide any needed data to complete the application prior to the April 7, 2026, deadline.
- d. Discuss and/or possible action on potential expansion of extraterritorial jurisdiction and annexation of the Oaks at Waterwood, including status update on developer negotiations and strategy for moving forward. (Mayor Martinez, City Administrator Johnson)
No action was taken.

8. Administration – New Business

- a. Discuss and/or possible action on a pay rate increase for Patrol Officer Andrew Franco based on attainment of his Master Peace Officer certification. (Police Chief Juarez, City Administrator Johnson)
The Council deliberated on Patrol Officer Andrew Franco's probationary period status, including a determination of early completion versus standard completion with a pay increase rate Officer \$26.00 per hour starting next pay period.
- b. Discuss and/or possible action on an ordinance establishing child safety zones, prohibiting sex offenders from going in, on, or within child safety zones, and establishing regulations regarding residency of sex offenders; and providing for affirmative defenses, penalties, and other matters related thereunto. (City Administrator Johnson, Chief Juarez)
Motion: Mayor Pro Tem Madero moved to adopt Ordinance No. 2026-271. Second: Alderman McNeal. Vote: All members voted in favor. Motion carried unanimously. Ordinance No. 2026-271 is required to be published but does not require a second reading, as it pertains to public safety.
- c. Discuss and/or possible action regarding digital accessibility improvements, including website

accessibility compliance, agenda/meeting management systems, PDF accessibility standards, and their role in community development, including authorizing the City Administrator to enter into a contract with selected provider(s). (Mayor Martinez, City Administrator Johnson)

City Administrator Dr. Johnson was directed to compile and distribute all vendor proposals — including those from CivicPlus and MuniCode — in a consolidated format for Council review prior to the next Regular Meeting, with distribution to occur as soon as practicable to allow adequate review time. The item was retained for further consideration at the next Regular Meeting.

- d. Discuss and/or possible action on a budget workshop with Enterprise Fleet Management to oversee city vehicles through an equity-building lease program designed to reduce operational costs. (Mayor Martinez, City Administrator Johnson)
Addressed First, Out of Order in Administration – New Business. The Council directed Enterprise Fleet Management to prepare revised financial projections for three (3) emergency response vehicles and three (3) utility trucks, both on a 36-month lease cycle, for comparison purposes, and to submit the revised figures to the City Administrator for further Council review. The item was retained for further consideration at a future meeting.
- e. Discuss and/or possible action on the purchase of three (3) additional EFORCE mobile licenses for Code Enforcement and Animal Control Officers for electronic citation issuance, requiring a one-time expenditure of \$4,485.00 and an annual recurring cost of \$670.00.
Motion: Alderman McNeal moved to authorize the purchase of three (3) additional EFORCE mobile licenses at a one-time expenditure of \$4,485.00 and an annual recurring cost of \$670.00, with funding allocated as follows: one-third (1/3) from the Police Department training budget and two-thirds (2/3) from the Animal Control training budget. Second: Alderman Crickmer Vote: All members voted in favor. Motion carried unanimously.
- f. Discuss and/or possible action on amending Ordinance No. 2020-166 to clarify regulations regarding food trucks and commercial operations in residential areas. (Alderman McNeal, Alderman Tremblay)
Motion: Alderman Tremblay moved to amend the draft ordinance. Second: Mayor Pro Tem Madero Vote: All members voted in favor. Motion carried unanimously. The Council directed the City Attorney to modify Ordinance No. 2020-166 in accordance with the amendments discussed, approved, and adopted, and to bring the revised ordinance back for Council consideration at a future meeting.
- g. Discuss and/or possible action on requesting 6S Engineering – Civil Engineering to draft an updated city map for Mayor and Council review prior to publication. (City Administrator Johnson, Jess Swaim)
No action was taken.
- h. Discuss and/or possible action on issuing cease and desist order or other mitigation procedures on a food truck operating at a property located at 3731 New Mathis Road. (Alderman Tremblay and Alderman McNeal)
No action was taken
- i. Discuss and/or possible action on the City of Sandy Oak Police Department's (SOPD) participation in the U.S. Immigration and Customs Enforcement's (ICE) 287(g) program to authorize SOPD officers the authority to perform specified immigration officer functions under ICE's direction and oversight and authorize the City Administrator and Chief of Police to enter into a Memorandum of Agreement (MOA) and Letter of Interest with ICE. (City Administrator Johnson).
The Council directed that the item be brought back at a future meeting with an updated Memorandum of Agreement (MOA) reflecting the details as explained by the Chief of Police.

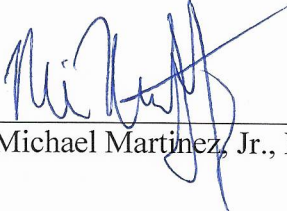
9. **EXECUTIVE SESSION** (Discussion only – closed to the Public) The Council may close the meeting at any time and hold an Executive Session pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.071 (Consultations with Attorney--on matters in which the duty of 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 a pay rate increase for Patrol Officer Andrew Franco based on attainment of his Master Peace Officer certification. (Police Chief Juarez, City Administrator Johnson)

Council entered Executive Session at 10:06 p.m. pursuant to Texas Government Code Chapter 551, Section 551.074 to deliberate: 8a. Probationary period and pay rate for Patrol Officer Andrew Franco, reconvened in Open Session at 10:16 p.m. Action taken: See Item 8a above.

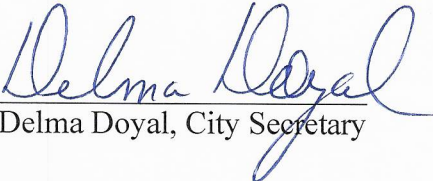
10. **Adjourn**
10:20 p.m.

Passed and approved this 9th day of April 2026.



Michael Martinez, Jr., Mayor

ATTEST:



Delma Doyal, City Secretary