

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
Cassandra C. Ortiz
City Secretary
Delma Doyal

CITYCOUNCIL OF THECITYOF SANDY OAKS, TEXAS
REGULAR MEETING AND TOWN HALL MINUTES
May 14th, 2026, at 6:30 p.m.

1. Call to order and quorum call.

The regular meeting was called to order at 6:33 p.m. by Mayor Michael Martinez, Jr. A quorum was present with all members.

Present: Mayor Michael Martinez, Jr, Mayor Pro Tem Monica Madero; Alderman John Crickmer; Alderman David Tremblay; Alderman Lamar McNeal; Alderwoman CJ Walker

Staff Present: City Administrator Dr. Jamaine Johnson; City Secretary Delma Doyal; City Attorney Cassandra C. Ortiz; Detective Enrique Alvarez; Sergeant Cecilia Palomares; Animal Control Officer Ashley Cunningham; Code Enforcement Official George Aguilar

2. Pledge of Allegiance.

The Pledge of Allegiance to the United States Flag and the Texas State Flag were 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.**

Town Hall Opened: 6:36 P.M

No members of the public were present online or in person for town hall questions.

Town Hall Closed: 6:37 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.

Public comment was received from Mr. Jose Rodriguez regarding a code violation issued for cattle kept on two separate properties, totaling approximately 5 acres, located at 22240 Priest Road. Mr. Rodriguez noted that both properties are currently pending registration as agricultural land. A second violation was issued for a fence/gate structure allegedly on the property for over 20 years. Mayor Martinez advised that the Council would review the matters internally and that both items would be addressed at the May 28, 2026 meeting. Staff would follow up with Mr. Rodriguez.

5. Mayor & Administrator Announcements/Updates

- a. May 16, 2026, 9:00–11:00 AM – Town Hall at Sandy Oaks Community Center (4451 Hickory Haven, Sandy Oaks, TX 78112) to receive public comment on a proposed 2026 tax increase for the FY 2026–2027 budget; additional meetings will be held June 27, 2026, at 9:00 AM and July 25, 2026, at 9:00 AM. (City Administrator Johnson)
- b. May 25, 2026: City Hall Closed — Memorial Day (City Administrator Johnson)
- c. May 26, 2026: Sandy Oaks City Hall will serve as a polling location for the Bexar County Joint Primary Runoff Election (7:00 a.m. to 7:00 p.m.) (City Administrator Johnson)

The Mayor announced the Saturday Town Hall meetings, Memorial Day City Hall Closure, and Election that Sandy Oaks City Hall will serve as a polling location for the Bexar County Joint

Primary Runoff Election.

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 April 9th, 2026, Regular City Council and Town Hall Meeting. (Mayor Martinez)
Alderman Tremblay pulled Consent Agenda Item A from the Consent Agenda for separate discussion. There was no objection. Items A will be brought back at the Regular Meeting of May 28, 2026.
 - b. Approve minutes from April 23rd, 2026, Regular City Council and Town Hall Meeting. (Mayor Martinez)
Alderman Tremblay pulled Consent Agenda Item B from the Consent Agenda for separate discussion. There was no objection. Items B will be brought back at the Regular Meeting of May 28, 2026.
 - c. Approve payment of Invoice No. 2002 in the amount of \$7,200.00 to Ventured Sole LLC for Milestone 1 – Contract Execution and Project Initiation of the Municipal Digital Platform. (Mayor Martinez)
Alderman Tremblay made a motion to approve Consent Agenda Item C. Alderman McNeal seconded the motion. Vote: Motion carried unanimously.
7. **Staff and Committee Reports**
 - a. Animal Control: Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Animal Control Officer Cunningham)
No motion; informational report only
 - b. Code Enforcement Officer: Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Code Enforcement Officer Aguilar)
Item 7B (Code Enforcement) was presented first due to Officer Cunningham's temporary absence. Item 7A (Animal Control) was heard after Item 7E. No motion; Council directed officer to bring ordinance issues forward progressively
 - c. Park Advisory Committee: Update and Announcements with possible discussion and/or action. (Alderman Crickmer)
No motion; informational report only
 - d. Police Department: Updates/Announcements and presentation of the monthly report with possible discussion and/or action. (Sergeant Palomares)
No motion; informational report only
 - e. Public Works: Updates and Announcements with possible discussion and/or action. (Public Works Director Schmitt)
No motion; staffing need carried forward to Item 9G
8. **Administration – Unfinished Business**
 - a. Discuss and/or take possible action on a resolution approving park signage and approving an agreement with Western Welding LLC for the fabrication and installation of signage and authorizing the Interim City Administrator to execute the agreement for Tom Repino Park entrance. (Alderman Crickmer, Mayor Pro Tem Madero)
Mayor Pro Tem Madero made a motion to adopt Resolution No. 2026-251 approving park signage for Tom Repino Park, approving an agreement with Western Welding LLC for fabrication and installation, and authorizing the City Administrator to execute the agreement, as amended to: (1) correct exhibit labels and references; (2) specify the City Park Committee Chair in Section 6 of the contract as the oversight authority; and (3) authorize the City Park Committee Chair to manage the agreement per Section 2 of the Resolution. Alderwoman Walker seconded

the motion. Vote: Motion carried unanimously.

Note: Immediately following Item 8A, the Council took Item 9T out of order to accommodate an in-person guest. The meeting then returned to Item 9A. See Item 9T below for the full record of that action.

9. **Administration – New Business**

- a. Discuss and/or possible action on the re-advertising of the City Administrator position for purposes of recruitment and potential future appointment. (Mayor Martinez)
Alderman Tremblay made a motion not to re-advertise the City Administrator position at this time. Alderwoman Walker seconded the motion. Vote: Motion carried unanimously.
- b. Discuss and/or possible action on accepting the resignation of Police Chief Nicolas Juarez. (City Administrator Johnson)
Deliberated in Executive Session - Motion: Mayor Pro Tem Madero moved, Alderman Crickmer seconded. Adopt Resolution No. 2026-253 appointing Enrique R. Alvarez as Chief of Police, establishing his pay rate, providing a severability clause, and setting an effective date of May 14, 2026. Vote: Motion carried unanimously.
- c. Discuss and/or possible action on a Resolution appointing Enrique Alvarez as Chief of Police or Interim Police Chief, establishing a pay rate, providing a severability clause, and setting an effective date; followed by administration of the oath of office. (Mayor Martinez)
Deliberated in Executive Session - Mayor Pro Tem Madero made a motion to adopt Resolution No. 2026-253 appointing Enrique R. Alvarez as Chief of Police, Mayor Pro Tem Madero made a motion to adopt Resolution No. 2026-253 appointing Enrique R. Alvarez as Chief of Police, establishing his pay rate in the amount of \$83,000.00, effective immediately, providing a severability clause. Seconded by Alderman Crickmer. Vote: Motion carried unanimously.
- d. Discuss and/or possible action on authorizing the City Administrator to advertise for the position of Police Chief for purposes of recruitment and potential future appointment. (Mayor Martinez)
Deliberated in Executive Session - No Action Taken.
- e. Discuss and/or possible action on appointing the Mayor or Interim City Administrator the Chief Administrator until the permanent Police Chief position is filled. (Mayor Martinez)
No Action Taken
- f. Discuss and/or possible action on appointing Nicolas Juarez to the classification of unpaid reserve Peace Officer. (Mayor Martinez)
Deliberated in Executive Session - No Action Taken.
- g. Discuss and/or possible action on the advertising of a Public Works Employee position for purposes of recruitment and potential future appointment. (Mayor Martinez)
Motion: Alderman Tremblay made a motion, as amended, to approve advertising for a Public Works employee position using the pay scale in the Personnel Policy Manual; post on TML and the City website until filled; require an updated job description including required skills and qualifications; require at least one Council member to be present at interviews. Vote: Motion carried unanimously.
- h. Discuss and/or possible action on a pay adjustment for Municipal Court Clerk Jeremy Fernandez with an effective date. (Mayor Martinez)
Deliberated in Executive Session - Motion: Mayor Pro Tem Madero moved, Alderwoman Walker seconded. Increase the Court Clerk's pay rate to \$25.00 per hour, effective the beginning of the next pay period. Vote: Motion carried unanimously.
- i. Discuss and/or possible action on an ordinance establishing the position of Office Manager and advertising to fill the position for purposes of recruitment and potential future appointment. (Mayor Martinez)
No action taken. Council determined this item was superseded by the decision not to re-advertise the City Administrator position.
- j. Discuss and/or possible action on Ordinance 2026-273 amending the 2025–2026 fiscal year budget for municipal purposes. (Mayor Martinez)
Mayor Pro Tem Madero made a motion to adopt Ordinance No. 2026-273 amending the FY26

budget, as amended to: (1) refer to fiscal years using proper convention (FY26); (2) label Exhibit A and include a color-coded key with explanations; and (3) add plus/minus indicators for clarity. Alderwoman Walker seconded the motion. Vote: Motion carried unanimously.

- k. Discuss and/or possible action on a resolution authorizing the submission of a Safe Streets and Roads for All (SS4A) Grant Program application to the U.S. Department of Transportation (USDOT), and authorizing acceptance of funds upon award and designating authorized officials. (City Administrator Johnson, Sustainable Foundations Director, Michelle Martinez)
Mayor Pro Tem Madero made a motion to adopt Resolution No. 2026-254 authorizing submission of the SS4A grant application, as amended to: (1) update the local match figure to \$125,000 in the whereas clause and Section 2; and (2) include a waiver request for the matching funds requirement. Alderman Tremblay seconded the motion. Vote: The motion carried by a vote of four (4) ayes to one (1) nay, with Alderman Crickmer casting the dissenting vote.
- l. Discuss and/or possible action for wrecker services with Bexar Towing after contract expiration. (Mayor Martinez)
No action taken. The City Administrator was directed to bring a RFP for the towing contract to the next meeting
- m. Discuss and/or possible action on trash services with Waste Connections after contract expiration. (Mayor Martinez)
Mayor Pro Tem Madero made a motion to direct the City Attorney and City Administrator to jointly prepare an RFP for trash and recycling services for the City of Sandy Oaks. Alderman Crickmer seconded the motion. Vote: Motion carried unanimously.
- n. Discuss and/or possible action on the potential future annexation of the Oaks at Waterwood, located at Waterwood Drive and Last Chance Drive, including a status update on developer negotiations and strategy for moving forward. (Mayor Martinez)
No action taken. Council consensus: strategy is to await the developer initiating formal contact with the Council, or until sufficient properties are sold and the new property owners can be approached to pursue a resident-driven annexation vote.
- o. Discuss and/or take possible action on amending Ordinance 2024-246, Regulations of Driveways. (Mayor Martinez)
Mayor Pro Tem Madero made a motion to direct the City Attorney to amend Ordinance 2024-246 to replace all references to "Public Works Director" with "City of Sandy Oaks Code Enforcement" and to strike all language permitting corrugated metal culvert pipe, including the final sentence of Section 7B and corresponding language in Section 8B. Alderwoman Walker seconded the motion. Vote: Motion carried unanimously.
- p. Discuss and/or possible action on making improvements to the community baseball field. (Mayor Martinez)
Mayor requested support for gathering quotes and beginning work to improve the community baseball field (red dirt, striping, and bases, which have already been donated). No motion required at this time. Mayor and Public Works Director collaborated on cost estimates for future consideration.
- q. Discuss and/or possible action to authorize the City Administrator to transmit the City of Sandy Oaks Master Plan 2020 Map to the Bexar Appraisal District (BCAD) Mapping Division to ensure record synchronization. (City Administrator Johnson)
Alderman Crickmer made a motion not to submit the Sandy Oaks Master Plan to the Bexar County Appraisal District at this time. Alderwoman Walker seconded the motion. Vote: Motion carried unanimously.
- r. Discuss and/or possible action authorizing the procurement of eighteen (18) cubic yards of decomposed granite, not to exceed \$1,570.00, for purposes of repairing and restoring designated areas along the Tom Repino Park Trail. (City Administrator Johnson, Public Works Director Schmitt)
Mayor Pro Tem Madero made a motion to approve the procurement of 18 cubic yards of decomposed granite, not to exceed \$1,570, for repairing and restoring designated areas along the

Tom Repino Park Trail. Alderman Crickmer seconded the motion. Vote: Motion carried unanimously.

- s. Discuss and/or possible action authorizing the execution of a lease agreement for a roller, not to exceed \$1,824.55, for purposes of repairing and restoring designated areas along the Tom Repino Park Trail. (City Administrator Johnson, Public Works Director Schmitt)

Mayor Pro Tem Madero made a motion to authorize the Public Works Director to lease a roller for a period of one week or less, not to exceed \$990, including delivery, pickup, and damage/environmental waiver fees. Alderman Crickmer seconded the motion. Vote: Motion carried unanimously.

- t. Discuss and/or take possible action on a variance request pursuant to Ordinance No. 2025-256, Section 7A, for the placement of a manufactured home on a vacant lot at 3906 Cannon Wood, Sandy Oaks, TX 78112, said home exceeding the minimum age requirement of 5 years from the date of application as set forth in Ordinance No. 2025-256, Section 6A. (City Administrator Johnson)

Mayor Pro Tem Madero made a motion to approve the variance, stipulating that the manufactured home must pass inspection by BB Inspections confirming no health or safety hazards. Alderman Crickmer seconded the motion. Vote: Motion carried unanimously.

10. **EXECUTIVE SESSION**

The Council recessed into closed Executive Session at 7:36 P.M. pursuant to Texas Government Code §551.074 (Personnel Matters) to deliberate:

9b. Executive Session to deliberate on accepting the resignation of Police Chief Nicolas Juarez, pursuant to Government Code Section 551.074 (Personnel Matters). (City Administrator Johnson)

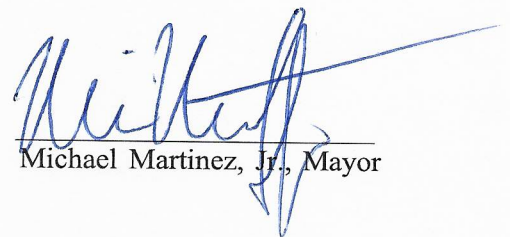
9c. Executive Session to deliberate on a Resolution appointing Enrique Alvarez as Chief of Police or Interim Police Chief, establishing a pay rate, providing a severability clause, and setting an effective date; followed by administration of the oath of office, pursuant to Government Code Section 551.074 (Personnel Matters). (Mayor Martinez)

9f. Executive Session to deliberate on appointing Nicolas Juarez to the classification of unpaid reserve Peace Officer, pursuant to Government Code Section 551.074 (Personnel Matters). (Mayor Martinez)

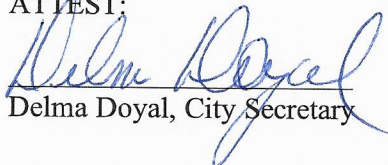
9h. Executive Session to deliberate on a pay adjustment for Municipal Court Clerk Jeremy Fernandez with an effective date, pursuant to Government Code Section 551.074 (Personnel Matters). (Mayor Martinez)

11. **Adjourn**
9:43 P.M.

Passed and approved this 25th day of June 2026.


Michael Martinez, Jr., Mayor

ATTEST:


Delma Doyal, City Secretary