

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 June 25th, 2026, at 6:30 p.m.**

Notice is hereby given that the City Council of the City of Sandy Oaks, Texas, held a regular meeting on Thursday, June 25, 2026, at 6:30 p.m. at City Hall, 22870 Priest Road, Sandy Oaks, Texas. A quorum of the City Council was present, and all agenda items were acted upon.

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 tax year to support the 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.

The regular meeting was called to order at 6:30 p.m. by Mayor Michael Martinez, Jr. A quorum was present with all members.

Present: Mayor Michael Martinez, Jr.; Mayor Pro Tem Monica Madero (via Zoom camera and audio operative); Alderman John Crickmer; Alderman David Tremblay; Alderman Lamar McNeal; Alderwoman CJ Walker (via Zoom; camera inoperative, non-voting).

Staff Present: City Administrator Dr. Jamaine Johnson; City Attorney Casandra C. Ortiz; City Secretary Delma Doyal; Police Chief Enrique Alvarez; Sergeant Cecilia Palomares; Animal Control Officer Ashley Cunningham.

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 2026 to support the fiscal year 2027 budget beginning October 1, 2026, ending September 30, 2027. This is not a public hearing on the proposed tax rate or budget; a separate public hearing will be held prior to Council's consideration and adoption of the 2026 tax rate and budget for fiscal year 2027.

Town Hall Opened: 6:34 P.M.

NO public comment was offered.

Town Hall Closed: 6:40 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.**

No one signed up to speak; no public comments were received.

5. **Mayor & Administrator Announcements/Updates**

- a. **June 27, 2026, at 10:30 AM: Town Hall at Sandy Oaks Community Center (4451 Hickory Haven, Sandy Oaks, TX 78112) to receive public comments on a proposed 2026 tax increase for the FY 2027 budget. (City Administrator Johnson)**

Interim City Administrator Johnson announced June 27, 2026 Town Hall.

- b. **July 4, 2026, at 11:00 AM: Fourth of July Celebration. Food, water slide, crafts, and community vendors. Bring sunscreen and towels. (City Administrator Johnson)**

Interim City Administrator Johnson announced July 4, 2026, Fourth of July Celebration.

- c. **July 25, 2026, at 10:30 AM: Town Hall at Sandy Oaks Community Center (4451 Hickory Haven, Sandy Oaks, TX 78112) to receive public comments on a proposed 2026 tax increase for the FY 2027 budget. (City Administrator Johnson)**

Interim City Administrator Johnson announced July 25, 2026, Town Hall.

The Mayor also briefed Council on the New World screwworm situation, and Animal Control Officer Cunningham reported on transportation restrictions affecting animal control operations and expanded local adoption efforts.

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 June 11, 2026, Regular City Council and Town Hall Meeting. (Mayor Martinez)**

Alderman Tremblay made a motion to approve Consent Agenda Items A, C, D, E, and G.

Alderman McNeal seconded the motion. Vote: Motion carried unanimously.

- b. **Approve invoice from the Law Offices of Frank Dickson for legal services rendered March 24, 2026, through May 22, 2026, not to exceed \$3,582.50. (Unfinished Business) (Mayor Martinez)**

Mayor Pro Tem Madero pulled Consent Agenda Item B from the Consent Agenda for separate discussion. There was no objection. Item B was taken up following action on Item 9c (after Executive Session).

Mayor Pro Tem Madero made a motion to task the Interim City Administrator with discussing the invoice with the Municipal Court Judge, specifically the removal of the training hours billed.

Alderman McNeal seconded the motion. Vote: Motion carried unanimously.

- c. **Approve minutes from May 14, 2026, Regular City Council and Town Hall Meeting. (Unfinished Business) (Mayor Martinez)**

Approved as part of the Consent Agenda motion under Item 6a.

- d. **Approve Invoice 1406 from Kassahn & Ortiz, P.C. (May City Attorney Services), not to exceed \$5,640.00. (Mayor Martinez)**

Approved as part of the Consent Agenda motion under Item 6a.

- e. **Approve invoice 1405 from Kassann & Ortiz, P.C. (May Prosecutor Services), not to exceed \$645.00. (Mayor Martinez)**

Approved as part of the Consent Agenda motion under Item 6a.

- f. **Approve Milestone 2 (Design Approval) under the City's website development agreement with Ventured Sole LLC, in the amount of \$7,200.00. (Unfinished Business) (Mayor Martinez)**

Mayor Pro Tem Madero pulled Consent Agenda Item F from the Consent Agenda for separate discussion. There was no objection. No action taken; Item F will be brought back at the next Regular Meeting for design review.

- g. **Approve the purchase of a laptop computer to replace the current Municipal Court computer, in an amount not to exceed \$1,099.00, funded from budget line-item Municipal Court, Equipment, Information Technology Expenses. (City Administrator Johnson)**

Approved as part of the Consent Agenda motion under Item 6a.

7. Staff and Committee Reports

- a. **Financial Report: Report on income and expenses for May 2026 with possible discussion and/or action. Presenter: City Secretary Doyal (City Administrator Johnson)**

City Secretary Doyal presented the May 2026 financial report showing an ending statement balance of \$405,426.03.

Alderman Tremblay made a motion to approve the Financial Report as submitted. Alderman McNeal seconded the motion. Vote: Motion carried unanimously.

8. Administration - Unfinished Business

- a. **Discuss and/or take possible action regarding the review and possible amendment of Ordinance No. 2025-262, pertaining to livestock regulations within the city limits, and directing the City Attorney to prepare a revised ordinance in accordance with Council direction. Presenter: Animal Control Officer Cunningham (City Administrator Johnson)**
- b. **Discuss and/or take possible action on Ordinance No. 2026-276, amending Ordinance No. 2026-273 (Fiscal Year Budget) for municipal purposes to add appropriate funds for line items in the following departments: Animal Control, Municipal Court, Police, Public Works, and Parks. (Mayor Martinez)**

No action taken; postponed for further research and revised draft language.

No action taken; postponed to the September 2026 meeting cycle.

9. Administration - New Business

- a. **Discuss and/or take possible action regarding the City's extraterritorial jurisdiction boundary and annexation authority. (City Administrator Johnson)**
- b. **Discuss and/or possible action on the appointment, employment, duties, discipline, or dismissal of Interim City Administrator. (Mayor Martinez)**
- c. **Discuss and/or possible action on the readvertising of the City Administrator position for purposes of recruitment and potential future appointment. (Mayor Martinez)**

No action taken. Mayor and Interim City Administrator retain authority to continue exploratory discussions with property owners and report back to Council.

Deliberated in Executive Session - No Action Taken.

Deliberated in Executive Session - Mayor Pro Tem Madero made a motion to readvertise the City Administrator position via the City website and the Texas Municipal League using the previously

approved advertisement, until the position is filled. Alderman Tremblay seconded the motion.
Vote: Motion carried unanimously.

- d. **Discuss and/or take possible action to authorize the Interim City Administrator to negotiate a contract with the Municipal Court Judge for a term effective June 2026 through November 2026. (City Administrator Johnson)**

Mayor Pro Tem Madero made a motion to authorize the Interim City Administrator to negotiate a flat fee of \$500 per court date with the Municipal Court Judge, consistent with Course of Action 3 as modified, and to exclude payment of the Judge's training and registration costs. Alderman Tremblay seconded the motion. Vote: Motion carried unanimously.

- e. **Discuss and/or take possible action on a Resolution ratifying the Interim City Administrator's execution of a services contract with Bureau Veritas North America, Inc., for building inspection, plan review, and code enforcement services. (City Administrator Johnson)**

No action taken; postponed until the companion permitting ordinance is prepared and the services agreement is attached.

- f. **Discuss and/or take possible action for the City Attorney to prepare a Resolution acknowledging the City's approved Law Enforcement Officer Standards and Education (LEOSE) Fund allocation from the Texas Comptroller of Public Accounts to be used for police officer training. (City Administrator Johnson)**

No action taken; postponed indefinitely, to be re-agendized if required. Chief Alvarez to provide a briefing on the LEOSE program at a future meeting.

- g. **Discuss and/or take possible action to authorize the Interim City Administrator to negotiate and execute an addendum to the contract with City Engineer, 6S Engineering, Inc. (City Administrator Johnson)**

No action taken; existing agreement approved by Ordinance No. 2022-187 has no defined term.

- h. **Discuss and/or take possible action on Ordinance No. 2023-231 amending the garage sale ordinance to conform the permit fee to the Master Fee Schedule. (City Administrator Johnson)**

Mayor Pro Tem Madero made a motion to strike all references to "city administrator," except within the definitions section, and replace with "city secretary" throughout the ordinance. Alderman Crickmer seconded the motion. Vote: Motion carried unanimously.

Mayor Pro Tem Madero made a motion to strike Definition B under Section 2 defining "city administrator" and renumber the remaining definitions accordingly. Alderman McNeal seconded the motion. Vote: Motion carried unanimously.

Mayor Pro Tem Madero made a motion to strike "before the last" in Section 3, Item B, and insert "at least three" business days before the sale date. Alderman Crickmer seconded the motion. Vote: Motion carried unanimously.

Mayor Pro Tem Madero made a motion to authorize the City Attorney to insert language in Section 4 referencing the Master Fee Schedule for the permit fee. Alderman Crickmer seconded the motion. Vote: Motion carried unanimously.

Mayor Pro Tem Madero made a motion to authorize the City Attorney to implement the amendments as directed and bring the revised ordinance back to Council at a future meeting. Alderman McNeal seconded the motion. Vote: Motion carried unanimously.

- i. **Discuss and/or take possible action on Ordinance No. 2023-219 amending the plat/subdivision ordinance to conform plan-review fees to the Master Fee Schedule. (City Administrator Johnson)**

Mayor Pro Tem Madero made a motion to strike the Section 2 fee schedule and replace with language referencing the Master Fee Schedule. Alderman Tremblay seconded the motion. Vote: Motion carried unanimously.

Mayor Pro Tem Madero made a motion to authorize the City Attorney to implement the changes as directed and bring the revised ordinance back to Council at a future meeting. Alderman McNeal seconded the motion. Vote: Motion carried unanimously.

- j. **Discuss and/or take possible action on Ordinance No. 2021-178 amending the residential rental property ordinance to conform the registration and inspection fee to the Master Fee Schedule. (City Administrator Johnson)**

Mayor Pro Tem Madero made a motion to strike from Section 2, Paragraph B "a fee of fifty dollars per initial" and insert "pay the fee indicated in the master fee schedule for." Alderman Crickmer seconded the motion. Vote: Motion carried unanimously.

Mayor Pro Tem Madero made a motion to strike "subsection" and replace with "section two" in both places of the last sentence of Paragraph C of Section 2. Alderman McNeal seconded the motion. Vote: Motion carried unanimously.

Alderman Crickmer made a motion to authorize the City Attorney to implement the changes as discussed. Alderman McNeal seconded the motion. Vote: Motion carried unanimously.

10. EXECUTIVE SESSION

The Council recessed into closed Executive Session at 8:15 P.M. pursuant to Texas Government Code §551.074 (Personnel Matters) to deliberate:

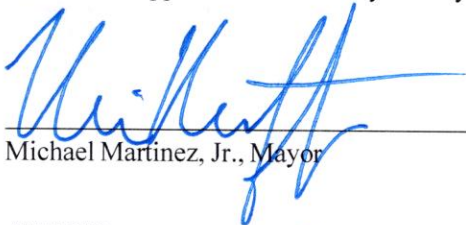
9b. Executive Session to deliberate the appointment, employment, duties, discipline, or dismissal of Interim City Administrator, pursuant to Government Code Section 551.074 (Personnel Matters). (Mayor Martinez)

9c. Executive Session to deliberate the readvertising of the City Administrator position for purposes of recruitment and potential future appointment, pursuant to Government Code Section 551.074 (Personnel Matters). (Mayor Martinez)

11. Adjourn

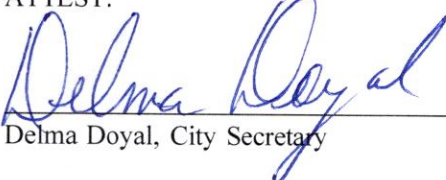
8:41 P.M.

Passed and approved this 9th day of July 2026.



Michael Martinez, Jr., Mayor

ATTEST:



Delma Doyal, City Secretary