

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
July 23, 2026, at 6:30 p.m.**

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. Present: Mayor Michael Martinez, Jr.; Mayor Pro Tem Monica Madero; Alderman John Crickmer; Alderman David Tremblay; Alderman Lamar McNeal. Absent: Alderwoman CJ Walker. Staff Present: Interim City Administrator Dr. Jamaine Johnson; City Attorney Casandra C. Ortiz; Police Chief Enrique Alvarez; Animal Control Officer Ashley Cunningham; Code Enforcement Officer George Aguilar; Public Works Director Priscilla Schmitt, by telephone for the Executive Session.

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 comments 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. and closed 6:51 P.M. Public Comments: None received. Motion: None Second: None Vote: No Action

4. Citizens to be heard. People wishing to speak may sign up with the City Secretary in the time and manner indicated above.

Citizens to be Heard opened 6:51 P.M. and closed 6:55 P.M. Speaker: Ms. Rebecca Flores, Bexar County resident. Subject: Police Department's May 18, 2026 memorandum of agreement with ICE under the 287g immigration enforcement program; submitted written questions and contact information for the record. Motion: None Second: None Vote: No Action

5. Mayor & Administrator Announcements/Updates

- a. 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
No action taken; informational announcement provided.
- b. July 28, 2026, at 6:30 PM: Public Hearing at City Hall to receive public comments on the

proposed FY 2027 Budget October 1, 2026, through September 30, 2027, which will raise total property taxes by \$772,251.63, a 53% increase over the prior year. City Administrator Johnson

No action taken; informational announcement provided.

- c. Property Status - 3807 Waterwood Pass Drive: All items resolved and matter is closed. City Administrator Johnson

No action taken; informational update provided.

- d. Project Status - Interstate 37 at Priest Road and Mathis Road South: Ongoing asphalt level-up and pothole repair project with TxDOT. Work remains in progress. City Administrator Johnson

No action taken; informational update provided.

- e. Election Notice Status: Candidate filing period is open July 18 through August 17, 2026, at 5:00 PM. Notice posted on the City Website, bulletin board, and social media platforms. City Administrator Johnson

No action taken; informational update provided.

- f. Project Status - Streetlight Installation: Installation of the remaining 13 streetlights by CPS is ongoing. Subject to weather and material availability. City Administrator Johnson

No action taken; informational update provided.

- g. The status of seven grant and funding initiatives since January 2026, totaling \$1,906,250.00, is as follows: 1 Best Friends Animal Society, \$250.00, completed; 2 Law Enforcement Officer Standards and Education LEOSE, cost to be determined, scheduled release February 2027; 3 Safe Streets and Roads for All SS4A, \$990,000, pending; 4 Community Development Block Grant CDBG, \$658,000, pending; 5 Homeland Security Cybersecurity, \$258,000, pending; 6 Body-Worn Camera, cost to be determined, pending; and 7 Texas Community Development Block Grant TxCDBG Downtown Revitalization, cost was to be determined, denied. City Administrator Johnson

No action taken; informational update provided.

- 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 July 9, 2026, Regular City Council and Town Hall Meeting. Mayor Martinez

- b. Approve Invoice 1412 from Kassahn & Ortiz, P.C. June City Attorney Services Not to Exceed \$7,800.00. Mayor Martinez

- c. Approve Invoice 1411 from Kassahn & Ortiz, P.C. June Prosecutor Services Not to Exceed \$2,330.20. Mayor Martinez

Item 6a was considered out of its regular order and taken up following Items 6b and 6c.

Motion: Mayor Pro Tem Madero moved to approve Consent Agenda Items 6b and 6c

Second: Alderman Crickmer Vote: Unanimous

Motion: Mayor Pro Tem Madero moved to amend the July 9, 2026 minutes to strike "for animal control" Second: Alderman McNeal Vote: Unanimous

Motion: Mayor Pro Tem Madero moved to approve the July 9, 2026 minutes as amended Second: Alderman McNeal Vote: Unanimous

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
[No action. Report on income and expenses for June 2026 postponed by the Council to August 13, 2026.](#)
- b. Third Quarter FY26 Investment Report: Presentation of the quarterly investment report with possible discussion and/or action. Presenter: Mayor Pro Tem Madero. City Administrator Johnson
[Motion: Alderman McNeal moved to accept the Third Quarter FY26 Investment Report. Second: Alderman Crickmer Vote: Unanimous](#)

8. Administration - Unfinished Business

- a. Discuss and/or take possible action on Milestone 2 Design Approval, including acceptance of design changes, under the City's website development agreement with Ventured Sole LLC. Mayor Martinez
[No action taken; held over in Unfinished Business. Motion: None Second: None Vote: No Action](#)
- b. Discuss and/or possible action on invoice for Milestone 2 Design Approval under the City's website development agreement with Ventured Sole LLC, in the amount of \$7,200.00. Mayor Martinez
[Motion: Mayor Pro Tem Madero moved to approve the Milestone 2 invoice of \\$7,200.00 under the Ventured Sole LLC website development agreement Second: Alderman McNeal Vote: Unanimous](#)
- c. Discuss and/or take possible action to approve or deny a proposed weekly community health and wellness program at the Sandy Oaks Community Center, every Monday from 9:00 AM to 10:00 AM, weather permitting, presented by Southside Collaborative Program Manager, Mayra Brown, and consider a Memorandum of Understanding with Southside Collaborative. City Administrator Johnson
[Motion: Mayor Pro Tem Madero moved to approve the weekly community health and wellness program and the Memorandum of Understanding with Southside Collaborative Second: Alderman Tremblay Vote: Unanimous](#)

9. Administration - New Business

- a. Discuss and/or possible action on the appointment, employment, duties, discipline, or dismissal of Animal Control Officer Ashley Cunningham. City Administrator Johnson
[The Council returned to the top of New Business, Item 9a, at approximately 8:06 P.M., after Item 9o was taken out of order. No motion; item postponed to a future meeting.](#)
- b. Discuss and/or take possible action on hiring a Public Works Employee. City Administrator Johnson
[No action taken. Deliberated in Executive Session see Item 10b.](#)
- c. Discuss and/or take possible action on hiring of a Police Lieutenant. City Administrator Johnson
[Deliberated in closed session; result announced in open session upon reconvening, see Item 10c. Motion: Mayor Pro Tem Madero moved to authorize the Chief of Police to offer Julian Cavazos the position of Lieutenant Investigator at a starting salary of \\$70,000 per year, effective upon completion of the required background investigation. Second: Alderman Tremblay. Vote: Unanimous.](#)
- d. Discuss and/or take possible action on a resolution amending Resolution No. 2024-200

- adopting a Purchase Card Policy for all Departments, Employees, Officers, and Elected/Appointed Officials using City Issued Purchase Cards. City Administrator Johnson
Motion: Mayor Pro Tem Madero moved to adopt a resolution amending Resolution No. 2024-200, to allow exceptions to the Purchase Card Policy for Animal Control purposes (resolution number not assigned at time of vote). Second: Alderman McNeal Vote: Unanimous. Note: Item to be brought back to Council to adopt a correctly numbered and properly scoped amending resolution.
- e. Discuss and/or take possible action on eliminating the City's Pilot fleet fuel card account and converting all QuikTrip Fleetmaster cards to QuikTrip Fleetmaster Plus fuel cards for all City vehicles and equipment, allowing fueling within the Sandy Oaks community. Note: The City currently has 13 active QuikTrip Fleetmaster cards. City Administrator Johnson
No action taken. Motion: None Second: None Vote: No Action
 - f. Discuss and/or take possible action on amending Resolution No. 2024-200 to incorporate fuel cards within the Purchase Card Policy and to require that all fueling of City vehicles and equipment occur within the city limits of Sandy Oaks, TX, except as authorized by the City Administrator in the event of an emergency. City Administrator Johnson
No action taken. Motion: None Second: None Vote: No Action
 - g. Discuss and/or take possible action on Resolution No. 2026-256 verifying that the Cybersecurity Training and Artificial Intelligence Training required by Texas Government Code section 2054.5191 has been completed by certain city employees and elected or appointed officials, verifying completion of an audit, authorizing the denial of access to any individual in noncompliance, and authorizing the City Secretary or City Administrator to submit the required report. City Administrator Johnson
Motion: Mayor Pro Tem Madero moved to adopt Resolution No. 2026-256, Cybersecurity and Artificial Intelligence Training Second: Alderman McNeal Vote: Unanimous
 - h. Discuss and/or possible action on Resolution No. 2026-281 acknowledging receipt of certified appraisal roll and tax rate calculation worksheet; and containing related provision. City Administrator Johnson
No action. Resolution acknowledging receipt of the certified appraisal roll and tax rate calculation worksheet was postponed to July 28, 2026. The resolution number was corrected from 2026-281 to 2026-257. Motion: None Second: None Vote: No Action
 - i. Discuss and/or possible action on Resolution No. 2026-258 authorizing and allowing Health and Accident Coverage for Certain Classes of Officials electing to participate as provided by TX Multistate Intergovernmental Employee Benefit Pool d/b/a TX Health Benefits Pool pursuant to section 172.004 of the Texas Local Government Code; and related matters. City Administrator Johnson
Motion: Alderman McNeal moved to adopt Resolution No. 2026-258, Health and Accident Coverage, with a coverage termination date of December 31, 2026 Second: Mayor Pro Tem Madero Vote: Unanimous
 - j. Discuss and/or possible action on Resolution No. 2026-259 a Resolution of the City Council of the City of Sandy Oaks Requesting Supplemental Law Enforcement Patrols and Support from the Bexar County Sheriff's Office and the Texas Department of Public Safety and Authorizing the Negotiation of Necessary Agreements. Alderman McNeal, Mayor Pro Tem Madero
Motion: Alderman McNeal moved to adopt Resolution No. 2026-259, Supplemental Law Enforcement Patrols Second: Alderman Tremblay Vote: Unanimous
 - k. Discuss and/or take possible action on a Request for Qualifications process for Municipal Court Judge services for the City of Sandy Oaks Municipal Court, to include the establishment of a posting date and submission deadline. City Administrator Johnson
Motion: Mayor Pro Tem Madero moved to authorize the City Administrator to post the Request for Qualifications for Municipal Court Judge services on the City website and TML

on August 14, 2026 for 30 days, and to bring the item back on August 13, 2026 Second: Alderman Tremblay Vote: Unanimous

- l. Discuss and/or take possible action on a Request for Qualifications process for City Attorney services for the City of Sandy Oaks, to include the establishment of a posting date and submission deadline. City Administrator Johnson
No action taken. Motion: None Second: None Vote: No Action
- m. Discuss and/or take possible action on a Request for Qualifications process for Municipal Court Prosecutor services for the City of Sandy Oaks Municipal Court, to include the establishment of a posting date and submission deadline. City Administrator Johnson
No action taken. Motion: None Second: None Vote: No Action
- n. Discuss and/or take possible action regarding the review and possible amendment of Ordinance No. 2025-262 regarding animal control regulations and directing the City Attorney to prepare a revised ordinance in accordance with Council direction. Presenter: Animal Control Officer Cunningham. City Administrator Johnson
Motion: Mayor Pro Tem Madero moved to authorize the City Attorney to research applicable state guidance regarding agricultural land and livestock and to bring findings back at the second August meeting, August 27, 2026 Second: Alderman Crickmer Vote: Unanimous
- o. Discuss and/or take possible action on the award of a contract for municipal wrecker and storage services to K3 Towing, upon the expiration of the existing contract with Texas Towing on August 31, 2026, and authorize City Administrator to negotiate and/or execute such contract on behalf of the City. City Administrator Johnson
This item was considered out of its regular order and taken up immediately following Item 8c, ahead of Items 9a through 9n, at approximately 7:34 P.M. Fred, representing K3 Towing, appeared and addressed the Council on the RFP response. Motion: Mayor Pro Tem Madero moved to authorize the City Administrator and the Chief of Police to negotiate a contract with K3 Towing, upon expiration of the existing Texas Towing contract on August 31, 2026, with a draft contract to be presented at the next regular meeting Second: Alderman McNeal Vote: Unanimous
- p. Discuss and/or take possible action on conducting citizen surveys and pursuing grant opportunities through the National Fitness Campaign for a potential outdoor Fitness Court at Tom Repino Park, with execution anticipated at the end of Fiscal Year 2027. Mayor Martinez
Item 9o having been acted upon earlier, the Council proceeded from Item 9n directly to this item; the sequence continued 9p, 9q, 9r, 9s, 9t.
Motion: Mayor Pro Tem Madero moved to approve conducting citizen surveys and pursuing grant opportunities through the National Fitness Campaign Second: Alderman McNeal Vote: Unanimous
- q. Discuss and/or take possible action on a Professional Services Agreement with Sustainable Foundations, LLC for grant writing services, with compensation of 8% of the awarded grant amount or the maximum allowed by the grant program, whichever is less. Grant administration shall be performed by the City Administrator. City Administrator Johnson
No action taken. Motion: None Second: None Vote: No Action
- r. Discuss and/or take possible action on establishing a fence permit fee proposed at \$25.00 pursuant to Ordinance No. 2024-245, and amending the Master Fee Schedule, Ordinance No. 2026-276, accordingly. City Administrator Johnson
Motion: Alderman McNeal moved to amend Ordinance No. 2024-245 to establish a \$40.00 fence permit fee by reference to the Master Fee Schedule, on first reading Second: Alderman Crickmer Vote: Unanimous. First reading only; a second reading and publication are still pending.

- s. Discuss and/or take possible action on ratifying the City of Sandy Oaks' enrollment in the Petco Love program, encompassing adoption events, grant opportunities, lost pet recovery, and pet vaccinations. City Administrator Johnson
Motion: Mayor Pro Tem Madero moved to ratify the City's enrollment in the Petco Love program Second: Alderman Crickmer Vote: Unanimous
- t. Discuss and/or take possible action on a 2017 Chevrolet Tahoe assigned to the Sandy Oaks Police Department, including repair per the estimate from Carlisle Air & Automotive North not to exceed \$5,586.27, two additional repair quotes, and/or a resolution declaring the vehicle surplus or salvage property and authorizing its disposition. City Administrator Johnson
Motion: Alderman Tremblay moved to direct the City Attorney to prepare a resolution declaring the 2017 Chevrolet Tahoe surplus property and authorizing its disposition, and to remove all police equipment before disposal, to be presented for adoption as Resolution No. 2026-261 at the August 27, 2026 meeting Second: Mayor Pro Tem Madero Vote: Unanimous

10. Executive Session

Closed Session: 8:38 P.M. Open Session: 9:01 P.M. Conducted during New Business following the postponement of Item 9a, pursuant to Texas Government Code §551.074 Personnel Matters, to deliberate Items 10b and 10c. No vote taken in closed session.

- a. Executive Session to deliberate the appointment, employment, duties, discipline, or dismissal of Animal Control Officer Ashley Cunningham, pursuant to Government Code section 551.074 Personnel Matters. Mayor Martinez
No motion; item postponed see Item 9a.
- b. Executive Session to deliberate on the hiring of a Public Works Employee and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074 Personnel Matters. Mayor Martinez
No action taken upon reconvening see Item 9b.
- c. Executive Session to deliberate on the hiring of a Police Lieutenant and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074 Personnel Matters. Mayor Martinez
Deliberated in closed session; result announced and acted on in open session. See Item 9c.

11. Adjourn

10:51 P.M.

Passed and approved this 13th day of August, 2026.

Michael Martinez, Jr.
Mayor

ATTEST:

Delma Doyal
City Secretary