

**Michael Martinez**

Mayor

**Charles Fillinger**

Alderman Place 1

**David Tremblay**

Alderman Place 2

**Thomas Repino**

Alderman Place 3



**CJ Walker**

Alderman Place 4

**Monica Madero**

Alderman Place 5

**Delma Doyal**

City Secretary

**Casandra Ortiz**

City Attorney

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS  
PUBLIC HEARING AND REGULAR MEETING AGENDA  
November 13<sup>th</sup>, 2025, 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, November 13<sup>th</sup>, 2025, 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](mailto: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.**
- 2. Pledge of Allegiance.**
- 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.
- 4. Mayor & Administrator Announcements/Updates**

5. **Consent Agenda** – All matters listed under 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 October 9<sup>th</sup>, 2025, Regular City Council Meeting.
  - b. Approve minutes from October 16<sup>th</sup>, 2025, Special City Council Meeting.
  - c. Approve minutes from October 23<sup>rd</sup>, 2025, Regular City Council Meeting.
  - d. Approve Invoice 1378 from Kassahn & Ortiz, P.C. (August City Prosecutor Services) not to exceed \$1,425.00.
  - e. Approve Invoice 1379 from Kassahn & Ortiz, P.C. (September City Attorney Services) not to Exceed \$8,068.41
6. **Financial Report**
  - a. Income and expenses for October 2025 will be reported by City Secretary Delma Doyal with possible discussion and/or action. (Mayor Martinez)
7. **Public Works**
  - a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. (Mayor Martinez)
8. **Animal Control**
  - a. Updates/Announcements and presentation of monthly report from ACO Cunningham with possible discussion and/or action. (Mayor Martinez)
9. **Police Department**
  - a. Updates/Announcements and presentation of monthly report from Chief Juarez with possible discussion and/or action. (Mayor Martinez)
10. **Parks & Recreation**
  - a. Update and Announcements from Park Advisory Committee Chair Fillinger with possible discussion and/or action. (Mayor Martinez)
11. **Administration – Unfinished Business**
  - a. Discuss and/or possible action on amending the Personnel Policy Manual. (Mayor Martinez)
  - b. Discuss and/or possible action on a contract for codification services (Mayor Martinez)
  - c. Executive session to deliberate the appointment, employment, duties, discipline, or dismissal of Chief of Police pursuant to Texas Government Code section 551.074, Personnel Matters and, section 551.071, Consultation with Attorney on a matter 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 conflicts with the Texas Open Meetings Act. (Madero/Fillinger)
  - d. Discuss and/or possible action on the appointment, employment, duties, discipline, or dismissal of the Chief of Police. (Madero/Fillinger)
  - e. Discuss and/or possible action on the members of the Animal Shelter Advisory Committee (Mayor Martinez)
12. **Administration – New Business**
  - a. Presentation of Certificates of Election and administration of Oaths of Office for persons with the most votes in the General Election held on November 4, 2025 for the positions of Alderman Place 1, Alderman Place 3, Alderman Place 5, and in the Special Election held on

- November 4, 2025 for the position of Alderman Place 4 (unexpired term). (Mayor Martinez)
- b. Discuss and/or possible action on Resolution 2025-2xx Appointing Mayor Pro Tem. (Mayor Martinez)
  - c. Discuss and/or possible action on Resolution 2025-2xx designating a newspaper of record (Mayor Martinez)
  - d. Discuss and/or possible action on a quote for a new Zero Turn mower. (Mayor Martinez)
  - e. Discuss and/or possible action on the status of resolutions/ordinances. (Mayor Martinez)
  - f. Discuss and/or possible action on providing tablets/laptop computers to all council members. (Tremblay/Walker)
  - g. Discuss and/or possible action on procedures for approving all permit applications.
  - h. Executive Session to deliberate the hiring of a 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)
  - i. Discuss and/or possible action on hiring a Code Enforcement Officer, and related matters. (Mayor Martinez)
  - j. Executive Session to deliberate the hiring of a Kennel Technician, and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)
  - k. Discuss and/or possible action on hiring a Kennel Technician, and related matters. (Mayor Martinez)
  - l. Executive Session to deliberate a change in compensation for Police Department Lieutenant, Patrol Officer and Chief of Police and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)
  - m. Discuss and/or possible action on a change in compensation for Police Department Lieutenant, Patrol Officer and Chief of Police. (Mayor Martinez)

### 13. Adjourn

#### NOTE:

Enumerated agenda items are assigned numbers for ease of reference only and will not necessarily be considered by the Council in that order.

**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).

I certify that the above notice of a regular meeting was posted at City Hall at 3 P.M. on November 6<sup>th</sup> and the notice remained posted continuously in accordance with the Texas Open Meetings Act.

Delma Doyal, City Secretary