

Michael Martinez

Mayor

John Crickmer

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

Cassandra Ortiz

City Attorney

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
PUBLIC HEARING AND REGULAR MEETING AGENDA
December 11th, 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, December 11th, 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 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 November 13th, 2025, Regular City Council Meeting.
 - b. Approve Invoice 1380 from Kassahn & Ortiz, P.C. (October City Prosecutor Services) not to exceed \$1,485.00.
 - c. Approve Invoice 1381 from Kassahn & Ortiz, P.C. (October City Attorney Services) not to Exceed \$2,715.00
 - d.
6. **Financial Report**
 - a. Income and expenses for November 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 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. Discuss and/or possible action on the status of resolutions/ordinances. (Mayor Martinez)
 - d. Discuss and/or possible action on the members of the Animal Shelter Advisory Committee (Mayor Martinez)
 - e. Discuss and/or possible action on providing tablets/laptop computers to all council members. (Tremblay/Walker)
12. **Administration – New Business**
 - a. Discuss and/or possible action on updating the Parks Advisory Committee Chair (Mayor Martinez)
 - b. Discuss and/or possible action on promotion for Police Officer Cecilia Palomares (Mayor Martinez)
 - c. Discuss and/or possible action on RFP for towing services. (Mayor Martinez)
 - d. Discuss and/or possible action on cost-of-living increase for all City Employees. (Mayor Martinez)

- e. Discuss and/or possible action on Resolution 2025-238 Voting for a Director to serve on the Bexar Appraisal Districts Board of Directors
- f. Executive session to deliberate the appointment, employment, duties, discipline, or dismissal of Patrol Officer Mark Porche pursuant to Texas Government Code section 551.074, Personnel Matters. (Mayor Martinez)
- g. Discuss and/or possible action on the appointment, employment, duties, discipline, or dismissal of Patrol Officer Mark Porche. (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 December 5th, and the notice remained posted continuously in accordance with the Texas Open Meetings Act.

Delma Doyal, City Secretary