

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 THECITYOFSANDY OAKS, TEXAS
REGULAR MEETING AGENDA SEPTEMBER 24, 2026,
AT 6:30 P.M.**

Notice is hereby given that the City Council of the City of Sandy Oaks, Texas, will hold a Regular Meeting on Thursday, September 24, 2026, at 6:30 p.m. at City Hall, 22870 Priest Road, Sandy Oaks, Texas, where a quorum of the City Council will be physically present. All agenda items may be acted upon.

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 on written request.

1. Call to order and quorum call.

2. Pledge of Allegiance.

3. Citizens to be heard. People who want 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

- a. October 2026: The Office of the Tax Assessor-Collector will mail taxbills to property owners. (Mayor Martinez Jr)
- b. A section of the City's downtown area along Priest Road, extending to its intersection with Waterwood Pass Drive, has been acquired for future commercial development. (Mayor Martinez Jr)
- c. Pursuant to Personnel Policy Manual Section 12, Subsection A, the Interim City Administrator has established the job description for Deputy Animal Control Officer. (Mayor Martinez Jr) September 24, 2026 Regular Meeting Agenda

- d. RFQ and RFPs Status as of September 18, 2026: Municipal Court Judge RFQ, one resume received; Solid Waste Collection, Disposal and Recycling Services RFP, proposal period remains open; Towing and Impound Services RFP, Creswell's Towing Service has submitted a proposal.
- e. Veterans Day Luncheon: hosted by the City of Sandy Oaks Community Center, plus one welcome; RSVP to Gloria at (210) 900-1003 by October 9, 2026. Presenter: Alderman Crickmer (Mayor Martinez Jr)
- f. 90-day Burn Ban Alert: in effect for Sandy Oaks and Bexar County, effective September 18, 2026; no outdoor burning without Fire Marshal authorization, fine up to \$500 for violations. Presenter: Alderman McNeal (Mayor Martinez Jr)
- g. Grant and Funding Initiatives Status: Law Enforcement Officer Standards and Education (LEOSE): cost to be determined, scheduled release February 2027. Safe Streets and Roads for All (SS4A): \$990,000, pending (Mayor Martinez Jr)
- h. Transfer of Interim City Administrator duties to Mayor Martinez is complete (Mayor Martinez Jr)

5. 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 September 10, 2026 Regular City Council and Public Hearing Meeting. (Mayor Martinez Jr)
- b. Approve minutes from August 27, 2026 Regular City Council and Public Hearing Meeting. (Mayor Martinez Jr)
- c. Approve minutes from August 13, 2026 Regular City Council and Public Hearing Meeting. (Mayor Martinez Jr)
- d. Approve Invoice 1422 from Kassahn & Ortiz, P.C. (August Prosecutor Services) Not to Exceed \$1,260.00. (Mayor Martinez Jr)
- e. Approve Invoice 1423 from Kassahn & Ortiz, P.C. (August City Attorney Services) Not to Exceed \$7,376.34. (Mayor Martinez Jr)

6. Staff and Committee Reports

- a. Financial Report: Report on income and expenses for August 2026 with possible discussion and/or action. Presenter: City Secretary Doyal (Mayor Martinez Jr)

7. Administration – Unfinished Business

- a. Discuss and/or take possible action on the City's 2026-2027 employee health benefits renewal through TX Health Benefits Pool, including selection of a medical plan design option and authorization for the Mayor to execute all required renewal documentation. (Mayor Martinez Jr)
- b. Discuss and/or take possible action on an ordinance abolishing the position of Public Works Director, creating the position of City Maintenance Director, and repealing Ordinance No. 2022-202. Presenter: City Attorney Ortiz (Mayor Martinez Jr)

8. Administration – New Business

- a. Discuss and/or possible action on accepting the resignation of Police Chief Enrique Alvarez. (Mayor Martinez Jr)
- b. Discuss and/or possible action on appointing the Mayor as the Chief Administrator until the permanent Police Chief position is filled. (Mayor Martinez Jr)
- c. 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 Jr)
- d. Discuss and/or possible action on hiring of a City Maintenance Employee (Mayor Martinez Jr)
- e. Discuss and/or possible action on a Resolution vacancy for the position of Interim City Administrator due to the absence of funding in the Fiscal Year 2027 budget and vacancy the appointment of Jamaine Johnson, effective September 30, 2026. (Mayor Martinez Jr)

- f. Discuss and/or possible action on a Resolution vacancy for the position of Community Center Director due to the absence of funding in the Fiscal Year 2027 budget and the vacancy of Raylyn Rodgers, effective September 30, 2026. (Mayor Martinez Jr)
- g. Discuss and/or possible action on a Resolution vacancy for the position of Kennel Technician due to the absence of funding in the Fiscal Year 2027 budget and vacancy the appointment of Victor Banuelos, effective September 30, 2026. (Mayor Martinez Jr)
- h. Discuss and/or possible action on hiring a part-time assistant City Secretary to handle financial matters and daily operations. (Alderman Tremblay, Alderman Crickmer)
- i. Discuss and/or take possible action on authorizing the Mayor to execute a Clothes Bin donation collection bin placement agreement for Tom Repino Park, and on the creation of a budget line item to receive proceeds generated under the agreement. (Mayor Martinez Jr)
- j. Discuss and/or take possible action on a resolution designating methods, addresses, and locations for receiving public information requests under Section 552.234, Texas Government Code. Presenter: City Attorney Ortiz (Mayor Martinez Jr)
- k. Discuss and/or possible action on awarding a contract to Creswell's Wrecker Service for Towing and Impound Services. (Mayor Martinez Jr)
- l. Discuss and/or take possible action on the removal of Dr. Jamaine Johnson as an Investment Officer under Resolution No. 2026-246. (Mayor Martinez Jr, Mayor Pro Tem Madero)
- m. Discuss and/or take possible action on the appointment of an Investment Officer under Resolution No. 2026-246. (Mayor Martinez Jr, Mayor Pro Tem Madero)
- n. Discuss and/or take possible action on termination of the Cintas Facility and Rental Services agreement and discontinuation of Cintas First Aid and Safety services, for which no executed contract exists, due to budgetary constraints. (Mayor Martinez Jr)

9. 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 another 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).

- a. Executive Session to deliberate on hiring of a City Maintenance Employee and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez Jr.)

10. Adjourn

I certify that the above notice of a regular meeting was posted at City Hall at 5:30 p.m. and on the City's website on September 18, 2026. An amended Agenda was posted on September 18, 2026, at 10:40 p.m.

Delma Doyal City Secretary