



**MINUTES OF A REGULAR MEETING  
OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
TUESDAY, FEBRUARY 15, 2022  
6:00 P.M.**

**COUNCIL MEMBERS PRESENT**

Marc Bruner, Mayor  
Mayor Pro tem Alfonso Carmona  
Council Member Rob Johnson  
Council Member Justin Litchfield  
Council Member Wanda Reetz  
Council Member Rudi Rosengarten

**STAFF PRESENT**

Sylvia Carrillo, City Administrator (remote)  
Carolyn Meredith, Public Works Director  
Lenn Carter, Chief of Police  
Matt Lingafelter, City Secretary  
Suzanna Fleegal, Accounting Manager  
Veronica Rivera, City Attorney  
Melissa Marquez, Administrative Assistant  
Duncan Moore, A/V Technician

**1. Call to order of the City Council.**

**2. Citizen/Public Communication:**

- Danny Horrigan
- Charles Young, for Agenda Item #12

**3. Staff Reports**

- Sylvia Carrillo delivered the Administrative Report
  - Council Members had questions on the Budget Transaction Report
- Carolyn Meredith delivered the Public Works Director
  - Carolyn Meredith thanked the staff that helped with the Winter Storm and also the Boil Water Notice
- Chief Carter delivered the Public Safety Report
  - Chief Carter provided an update on the camera surveillance system

**4. Council consideration of agenda items for approval on consent**

Council Member Rosengarten made a motion to approve Agenda Items #5, with corrections, 6, 7, 8, 9, and 10 on consent, seconded by Council Member Reetz. All voted in favor and the motion carried.

Mayor Bruner read into the record the Proclamation declaring the month of March 2022 Spring Cleaning Month in the City of Sunset Valley. Mayor Bruner made comments on Spring Cleaning Month.

***Items Which May Be Considered and Acted on Consent***

5. **Consider and act on approval of the minutes from the February 1-2, 2022 regular meeting. (Mayor Bruner/Administration) *Agenda Item approved on consent***
6. **Consider and act on authorizing Engineering Task Order #13 for replacement of the Highway 290 Wastewater Line in an amount not to exceed \$45,000 to be funded from the FY22 CIP Project List. (Mayor Pro tem Carmona/Public Works) *Agenda Item approved on consent***
7. **Consider and act on approval of a Proclamation declaring March 2022 as Spring Cleaning Month in Sunset Valley. (Mayor Bruner/Public Works) *Agenda Item approved on consent***
8. **Consider and act on approval of Guidelines for Display of Art in Public Places as recommended by the Sunset Valley Arts Commission. (Council Member Johnson/Administration) *Agenda Item approved on consent***
9. **Consider and act on acceptance of the 2021 Racial Profiling Report to be submitted to the Texas Commission on Law Enforcement. (Council Member Johnson/Public Safety) *Agenda Item approved on consent***
10. **Consider and act on changing the regular City Council meeting dates in March 2022 to the 8<sup>th</sup> and the 22<sup>nd</sup>. (Mayor Bruner/Administration) *Agenda Item approved on consent***
11. **Consider and act on approval of an Ordinance amending the Zoning Classification for 6405 Brodie Lane (SF to NC) and amending the City's Zoning Map as previously approved by City Council on February 1, 2022. (Mayor Bruner/Administration)**

Questions from Council Member Carmona, and a discussion with staff on the approval of the zoning amendment classification from the February 1<sup>st</sup> City Council Meeting.

Council Member Rosengarten made a motion to approve an Ordinance amending the Zoning Classification from 6405 Brodie Lane (SF to NC) and amending the City's Zoning Map as previously approved by City Council on February 1, 2022, seconded by Council Member Litchfield.

Council Member Johnson voted yes  
Council Member Litchfield voted yes  
Council Member Reetz voted yes  
Council Member Rosengarten voted yes

Mayor Pro tem Carmona voted no

With four votes in favor, the motion carried.

***Presentation Items for Discussion and Possible Action***

12. **Consider and act on approval of an Ordinance amending the FY 2021 Budget (Budget Amendment #2 – FY 21) and appropriation of a budget surplus.**

**(Council Members Litchfield and Rosengarten)**

- A. **Budget Adjustment**
- B. **Transfer/Subsidy Adjustment**
- C. **Budget Sweep (informational only - no action)**

Council Member Rosengarten discussed the amendment and verifying the banking and transfer information, along with Council Member Reetz.

Council Member Rosengarten spoke with a TML Attorney, who recommended that the budget needs to be completed for the financial audit to proceed.

Council Member Rosengarten made a motion to approve an Ordinance amending the FY 2021 Budget, Budget Amendment #2 – FY 21, and appropriation of a budget surplus. The motion was seconded by Council Member Reetz.

Council Member Litchfield addressed his comments from the previous meeting.

Comments from Council Member Reetz.

Council Member Reetz had a discussion with Charles Young, Chair of the Finance Committee.

Additional comments from Council Member Reetz, including her historical perspective on the Budget and Finance Committee.

Question from Council Member Litchfield on whether the Council must pass the budget amendment to close out the budget, so that the 2020-2021 Financial Audit may commence. Additional comments from Council Members.

Comments from Mayor; staff direction to investigate Engineering Task Orders and Engineering Expenses form FY21.

Mayor Pro tem Carmona requested that the Mayor work with the Council and City Administrator to discuss these financial policy issues, and suggested a work session.

Mayor requested a better way to track professional services expenses, including Engineering, IT and Legal.

Citizen Comments from Melissa Gonzales.

Council Member Reetz, the second, asked for a friendly amendment, agreed by the motion maker, to include a task force to examine contractual services and expenses. There was a question if the Auditor could review our policies or suggest other policies – this was not a formal amendment to the motion

Council Member Litchfield made comments regarding the flow of information.

Additional Comments from Charles Young, Chair of the Budget and Finance Committee.

Additional comments from Council Members.

Council Member Rosengarten read into the record Council Actions from 2020-2021 that eventually resulted in budget adjustments. 7.20.21 Engineering, bring back item, 300k plus. 08.03.21, Agenda Item #13. 8.17.21 CIP and budget approval.

Council Member Litchfield's amendment to the motion: acknowledge policies were violated, bring back a list of process changes that have happened, accountability for the processes and procedures.

Council Member Rosengarten called the question:

Mayor Pro tem Carmona voted no      Council Member Reetz voted yes  
Council Member Johnson voted no      Council Member Rosengarten voted yes  
Council Member Litchfield voted no.

With three votes against, Council did not proceed with a vote, and discussion continued.

Comments from the City Administrator.

Mayor Pro tem Carmona again requested a work session, or open forum, with Council, Department Heads, City Administrator, and Chair of the Budget & Finance Committees.

Council Member Litchfield and Council Member Reetz agreed to a friendly amendment: acknowledgement that financial policies were violated, and the Council will have a postmortem work session with staff members to analyze the shortcomings, within the next month. Agreed by the 2<sup>nd</sup>, Council Member Rosengarten.

The motion on the floor: approve an Ordinance amending the FY 2021 Budget, Budget Amendment #2 – FY 21, and appropriation of a budget surplus, with an acknowledgement that financial policies were violated, and that the Council will have a postmortem work session with staff members to analyze the shortcomings, within the next month.

Council Member Litchfield voted yes      Mayor Pro tem Carmona voted no  
Council Member Reetz voted yes      Council Member Johnson voted no  
Council Member Rosengarten voted yes

With three votes in favor, the motion carried.

Council Member Reetz made a motion to extend the meeting past 9:00 P.M. seconded by Council Member Johnson. All voted in favor, and the motion carried.

Council took a short recess; they reconvened at 9:08 P.M.

**13. Consider and act on appointments to the Parks and Open Space Plan Ad hoc Committee. (Mayor Bruner/Public Works)**

Mayor Bruner introduced the item and Carolyn provided an update on the applicant list

Questions and discussion from Council Members

Council Member Reetz made a motion to approve appointments to the committee as listed with the addition of Isabelle Guthery, seconded by Council Member Litchfield. All voted in favor and the motion carried.

**14. Consider and act on amendment to Financial Policy (FP) 105 Establish Accountability in Budget Monitoring item (d) and (e) by allowing the City Administrator to make budget adjustments between departments when total expenditures do not increase the total department appropriation and creating a standard reporting timeframe and format. (Council Members Reetz and Rosengarten)**

Council Member Rosengarten made an opening statement. Comments from Chief Carter.

Comments from Council Members.

Council Member Litchfield made a motion to not approve the amendment to FP 105, seconded by Mayor Pro tem Carmona.

Comments from Carolyn Meredith, the Public Works Director.

Comments from Council Member Reetz on the motion on the floor, and comments on her sponsored item.

Additional comments from Council Members.

Citizen Comment from Melissa Gonzales.

Comments from the Mayor.

Council Member Litchfield agreed to a request from Rosengarten to amend his motion to refer this item to the Budget and Finance Committee for review. But the 2<sup>nd</sup> doesn't agree.

After guidance from the City Attorney, Council Member Johnson made a substitute motion to take this agenda item and refer it to the Budget and Finance Committee, seconded by Council Member Reetz. After a brief discussion, Council Member Johnson was uncomfortable with the substitute motion, and it was past 10:00 P.M. when the Council Meeting needed to end.

Due to the time constraint, the Mayor asked Council to vote for the motion on the floor, which was to not approve the amendment to FP 105.

Mayor Pro tem Carmona voted yes      Council Member Reetz voted no  
Council Member Johnson voted yes      Council Member Rosengarten voted no  
Council Member Litchfield voted yes

With three votes in favor, the motion carried.

### ***Executive Session Items – Possible Action in Open Session***

15. **Convene into Executive Session pursuant to Texas Government Code Section 551.071 and Texas Disciplinary Rules of Professional Conduct Section 1.05 to consult with the City's Legal Counsel concerning legal issues and/or Section 551.074, Personnel Matters. *Council did not convene into Executive Session***
  - **Consult with City's Legal Counsel and/or City Administrator regarding possible legal concerns related to Budget Adjustments and Financial Policies**

### 16. **Reconvene into Open Session**

City Council did not convene into Executive Session.

### 17. **Adjourn**

Council Member Johnson made a motion to adjourn, seconded by Council Member Litchfield. All voted in favor and the meeting adjourned at 10:05 P.M.

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Marc Bruner  
Mayor

Attest:

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Matt Lingafelter  
City Secretary

Minutes approved on March 8, 2022