



**NOTICE OF A REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, MARCH 22, 2022
6:00 P.M.**

Notice is hereby given that the City Council of the City of Sunset Valley, Texas will hold a regular meeting on Tuesday, the 22nd day of March at **6:00 P.M.** in the Council Chambers, Municipal Building, 3205 Jones Road, Sunset Valley, Texas, at which time the following items will be discussed, to-wit:

1. Call to order of the City Council.
2. Citizen/Public Communication
3. Staff Reports
 - A. Administration
 - B. Public Works
 - CIP Tracking (DRAFT)
 - C. Public Safety
4. Council consideration of agenda items for approval on consent

Items Which May Be Considered and Acted on Consent

5. Consider and act on approval of the minutes from the March 8, 2022 regular meeting.
6. Consider and act on approval of a Temporary Special Use Permit for the Sunset Valley Arts Commission for use of the Toney Burger Center to host ARTFEST on April 30, 2022. (Council Member Johnson/Administration)
7. Consider and act on approval of a Request for Proposals (RFP) for Surveillance and Access Control Systems for City Facilities. (Council Member Johnson/Public Safety)

Presentation Items for Discussion Only

8. Presentation, discussion and possible staff direction on Amendments to Chapter 31 – Committees –Aligning the committee appointment to the fiscal year (Mayor Bruner/Administration)
9. Presentation, discussion and possible staff direction on Agenda and Packet codification (Mayor Bruner/Administration)
10. Presentation, discussion and possible staff direction regarding Council quorum issues related to participation at committee and commission meetings, as well as other Open Meeting concerns. (Mayor Bruner/Legal)
11. Adjourn.

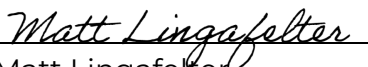
Executive Session Notice

Council may announce that it will deliberate in a closed session any matter listed on this agenda for which an exception to open meetings requirements (Open Meetings Act, Chapter 551 of the Texas Government Code) permits such closed deliberation, as announced at the time of such closed session, including but not limited to: (i) consultation with the City's attorney pursuant to Tex. Gov't Code § 551.071 and Texas Disciplinary Rules of Professional Conduct Section 1.05; (ii) deliberation of personnel matters pursuant to Tex. Gov't Code § 551.074. The City Council may deliberate and take action in open session on any issue that may be discussed in executive session.

Remote Participation Notice

AT THIS MEETING AT THE STATED LOCATION, A QUORUM OF THE CITY COUNCIL WILL BE PHYSICALLY PRESENT AND THIS NOTICE SPECIFIES THE INTENT TO HAVE A QUORUM PRESENT THERE, AND THE MEMBER OF THE CITY COUNCIL PRESIDING OVER THE MEETING WILL BE PHYSICALLY PRESENT AT THAT LOCATION. ONE OR MORE MEMBERS OF THE CITY COUNCIL MAY PARTICIPATE IN THIS MEETING REMOTELY, AND IF SO, VIDEOCONFERENCE EQUIPMENT PROVIDING TWO-WAY AUDIO AND VIDEO DISPLAY AND COMMUNICATION WITH EACH MEMBER WHO IS PARTICIPATING BY VIDEOCONFERENCE CALL WILL BE MADE AVAILABLE.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 17th day of March 2022 at 6:00 P.M.


Matt Lingafelter
City Secretary

Public Works Report

March 22nd, 2022

Carolyn Meredith, Public Works Director



Projects Ongoing
or Planned

Projects

- CIP-report from 3/8/2022
- Violet Crown Trail- Notice to Proceed has been issued by Austin.

Water

- Austin Water Contract-Meeting with Austin end of March.
- Valve Maintenance Schedule
- Backflow Weather Protection-See CIP.
- AMI Pilot Program is ready to begin

Wastewater

- Investigating Purchase of a generator for the lift station.
- Lift station cleaning scheduled.

Streets

- Alpha Paving awarded contract.
- Erosion Repair on Reese.
- Highway 290 trash removal.

Parks and Open Space

- RFQ for Parks and Open Space Master Plan-Council Action Item.
- Yellowtail Pond Trail-Drainage repaired, trail work will continue.
- Trail work at Valley Creek Park

Drainage and Water Quality

	<ul style="list-style-type: none"> • Water Quality Pond Maintenance RFB <p><u>Facilities</u></p> <ul style="list-style-type: none"> • Emergency Power at PW/CH • City Hall Repairs • Repairs to City Hall Irrigation System by by Chasco <p><u>Planning</u></p> <ul style="list-style-type: none"> • Comprehensive Plan Updates • Land Development Code Changes • Website Updates <p><u>Training and Education</u></p> <ul style="list-style-type: none"> • Testing for Class C water license for Rolando, Class D for Zachary and Sam, and Wastewater Collection for Carolyn and Duncan.
<p>Completed Maintenance Items</p>	<ul style="list-style-type: none"> • General City Maintenance • Daily Samples • Mulch Delivery • Line Locates • Freeze Preparation • Vehicle and Equipment Maintenance • New Public Works Superintendent to begin on March 21st. • Lift Station Gate repaired • New lift station basket completed • Generator and RTV quotes.
<p>Utility Project Assistance – Oversight</p>	<ul style="list-style-type: none"> • Working with vendors and other organizations on agreements for mutual aid and assistance.

Resident Information Requests	<ul style="list-style-type: none">• Development Requests
Meetings	<ul style="list-style-type: none">• Public Works Committee
Upcoming Topics for Agenda or Discussion	

Public Safety Report

City Council Meeting 3.22.2022



Council Information Requests	N/A
Projects Ongoing or Planned (See project planning sheet)	<ul style="list-style-type: none">• Citywide Security Cameras: Week of 3/8/2022 Officers identified road rage driver who used tire tool to damage a vehicle after city surveillance cameras alerted on his vehicle. Two frequent organized theft suspects identified by store were confirmed by surveillance cameras.• Texas Police Chiefs Best Practices Recognition Program• Emergency Exercise Tabletop 10/2022• Emergency Operations Purchases• RFP for Facility Security
Issues	<ul style="list-style-type: none">• Illegal camping• Trail patrols• Unrestrained animals

Resident Information Requests	N/A
Meetings	2.28.2022 Public Safety Meeting
Upcoming Topics for Agenda or Discussion	RFP for Facility Security
Council Action Requests	

Eyes on Sunset Valley

The department is continuing on ongoing effort to help the city maintain a clean and orderly appearance. On a weekly basis officers are removing abandoned shopping carts and remnants of campsites from public spaces. In addition, our officers are conducting foot patrols of the trails several days each week in order to monitor conditions in the area. Please call the police department at 512.892.1384 and report abandoned property. Officers will impound any identifiable personal property found. The police department and public works will be doing a cleanup of the US Highway 290 easement in Sunset Valley into 2022.

Police Department Phone

The police department phone line has been updated and is now more user friendly. Callers now have the option of leaving a message or remaining on the line and being directed to a dispatcher. In addition, voice messages are sent to the receiver's email so that they can be returned more efficiently. Residents are reminded to please call 911 for in-progress calls.

CITY COUNCIL MEETING DATE: MARCH 22, 2022



CITY COUNCIL AGENDA ITEM #5

STAFF PREPARER/CONTACT INFORMATION: Matt Lingafelter, City Secretary
mlingafelter@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner/Administration

SUBJECT: MINUTES

DESCRIPTION: Consider and act on approval of the minutes from March 8, 2022 regular meeting.

BACKGROUND: N/A

APPLICABLE CODE SECTIONS: TEXAS LOCAL GOVT. CODE 22.073

FUNDING:

CURRENT YEAR FISCAL BUDGET				
ACCOUNT	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
N/A	\$0	\$0	\$0	\$0
PRIOR YEAR FISCAL BUDGET(S)				
BUDGET YEAR	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION: APPROVE

SUPPORTING MATERIALS PROVIDED: YES

- DRAFT MINUTES 3-08-2022



**MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, MARCH 8, 2022
6:00 P.M.**

COUNCIL MEMBERS PRESENT

Mayor Marc Bruner
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
Carolyn Meredith, Public Works Director
Lenn Carter, Chief of Police
Melissa Marquez, Administrative Assistant
Veronica Rivera, City Attorney
Suzanna Fleegal, Accounting Manager
Duncan Moore, A/V Technician

1. Call to order of the City Council.

- Mayor Bruner called the meeting to order at 6:01 PM

2. Citizen/Public Communication:

- Danny Horrigan
 - Questions and comments from Council Members

3. Staff Reports

- A. Sylvia Carrillo, City Administrator, delivered the Administration Report
- Budget Report
 - Issues with Atty and error in coding to insurance liability – reiterated financial policies and counter measures to prevent this type of overage again.
 - Bring back report related to attorney expenses
- B. Carolyn Meredith, Public Works Director, delivered the Public Works Report
- CIP Monthly Update
 - Part 1 – update as to project status and remove redundant reports
 - Streamline reports – OpenGov dashboard
 - Update on Stearns
- C. Chief Carter delivered the Public Safety Report
- Implementation of Safety Updates to City Facilities
 - Will now be provided as a CIP update
 - RFP will be provided – review of security survey, policy,

training, etc.

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

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

Items Which May Be Considered and Acted on Consent

5. **Consider and act on approval of the minutes from the February 15, 2022 regular meeting and March 2, 2022 called meeting. *Agenda Item Approved on Consent***
6. **Consider and act on releasing a Request for Qualifications (RFQ) for Professional Services to provide revisions to the Land Development Code. (Council Member Litchfield/Administration) *Agenda Item Approved on Consent***
7. **Consider and act on the following items for the Stearns Lift Station Project. (Mayor Pro tem Carmona/Public Works) *Agenda Item Approved on Consent***
 - Authorization of Amendment to Engineering Task Order
 - Approval of the Release for Bids for Construction
8. **Consider and act on approval of the Release for Bids for the Water Quality Pond Project. (Mayor Pro tem Carmona/Public Works) *Agenda Item Approved on Consent***
9. **Consider and act on a recommendation from the Planning and Environmental Committee to have the Adventure Build at the Sunset Valley ArtFest and have it open for two weekends following the ArtFest during the hours of the SFC farmers' market. (Council Member Litchfield/Public Works) *Agenda Item Approved on Consent***

Presentation Items for Discussion and Possible Action

10. **Public Hearing to consider requests for two Special Use Permits at 6405 Brodie Lane. (Mayor Bruner/Administration) – TIME CERTAIN 7:00 P.M.**
 - There were no public comments at the Public Hearing
11. **Consider and act on a request for a Special Use Permit to operate a restaurant within the NC (Neighborhood Commercial) District under Section 150.101 of the Land Development Code at 6405 Brodie Lane**
 - Staff explanation to Council Members on why the Special Use Permit agenda items are separate from the variance request items
 - Council Member Johnson asked a question to the applicant's traffic engineer on Austin Fire Department access
 - Response from Bobak Tehrany, Traffic Engineer
 - Council Member Johnson asked a question to the Applicant's Civil Engineer on the cistern

THIS IS NOT A TRANSCRIPT OF THE MEETING. A RECORDING OF THIS MEETING IS ON THE CITY'S WEBSITE.

- Response from Blayne Stansberry, Civil Engineer
- Council Discussion

Council Member Rosengarten made a motion to approve the Special Use Permit to operate a restaurant within the Neighborhood Commercial District under Section 150.101 of the Land Development Code at 6405 Brodie Lane, with the conditions from the approval of the zoning change on February 1st, and the additional condition of improvement of greater than 10% of the existing water runoff conditions. The motion was seconded by Council Member Litchfield.

Council Members discussed the motion, which will not be an approval of the site plan or watershed development permit.

Citizen Comment from Scott Draker who opposed the Special Use Permit.

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.

12. Consider and act on a request for a Special Use Permit for alcoholic beverages to be sold in a restaurant for on-premise consumption under Section 150.103(A) of the Land Development Code at 6405 Brodie Lane

- Michael Whelan, attorney for the applicants, addressed the alcohol Special Use Permit
- Citizen Comment from Scott Draker who opposed the Special Use Permit and alcohol sales at the site

Council Member Litchfield made a motion to approve a Special Use Permit for alcoholic beverages to be sold in a restaurant for on-premise consumption under Section 150.103(A) of the Land Development Code at 6405 Brodie Lane, including Sections 1-5 of 150.103(A). The motion was seconded by Council Member Reetz.

Brief discussion by Council Members.

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.

13. Consider and act on approval of the following variance requests at 6405 Brodie Lane. (Mayor Bruner/Administration):

- **Impervious Cover, Chapter 150.332(H), previously Chapter 4.301 Impervious Cover subsection (h)**
- **Section 150.593 Parking Dimension Standards**
- **City Engineer Response to Request from Applicant**

Blayne Stansberry, Civil Engineer, made a presentation on the variance requests and the proposed site plan.

Comments, questions and discussion by Council.

Council Member Rosengarten made a motion to move into Executive Session, seconded by Council Member Reetz. All voted in favor and the motion carried.

Council convened into Executive Session at 8:32 P.M.

Council reconvened into Open Session at 9:00 P.M.

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

Council Member Rosengarten made a motion to approve the variance to Section 150.332(H) for impervious cover and Section 150.593 Parking Dimension Standards as presented, based on the findings, and with the condition that if the restaurant Special Use Permit is no longer valid, the variances will no longer be in place. The motion was seconded by Council Member Johnson.

Citizen Comment from Scott Draker who opposed both variances.

Council Member Johnson voted yes

Mayor Pro tem Carmona voted no

Council Member Reetz voted yes

Council Member Litchfield voted no

Council Member Rosengarten voted yes

With three votes in favor, the motion carried.

14. **Consider and act on approval of Budget Adjustment #6 for FY 2022, as recommended by the Budget & Finance Committee. (Council Member Rosengarten/Administration)**
- A. **Computer Equipment Purchases from Repair & Replacement**
 - B. **Laserfische Document Management System**
 - C. **Approval of an Ordinance amending the FY 2022 Budget (Budget Amendment #6)**

Council members discussed the posting of the backup information for this agenda item. It was determined that the agenda and this item were properly noticed.

Mayor Pro tem Carmona asked that the item be tabled to a later date. Council Member Johnson requested that the item be tabled to later in the meeting (this item was initially discussed after Agenda Item #4 and prior to Agenda Item #10).

Council Member Reetz made a motion to approve an Ordinance amending the FY 2022 Budget, approving Budget Adjustment #6, seconded by Council Member Johnson.

Discussion by Council Members and questions for staff.

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Council Member Reetz called the question, seconded by Council Member Rosengarten.

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

With four votes in favor, Council proceeded to vote on the motion.

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

With four votes in favor, the motion carried.

15. **Adjourn**

With no Agenda Items remaining, Mayor Bruner adjourned the meeting at 9:59 P.M.

DRAFT

CITY COUNCIL MEETING DATE: MARCH 22, 2022



CITY COUNCIL AGENDA ITEM #6

STAFF PREPARER/CONTACT INFORMATION: Matt Lingafelter, City Secretary
mlingafelter@sunsetvalley.org

COUNCIL SPONSOR: Council Member Rob Johnson, rjohnson@sunsetvalley.org

SUBJECT: SPECIAL USE PERMIT – ARTFEST

DESCRIPTION: Consider and act on approval of a Temporary Special Use Permit for the Sunset Valley Arts Commission for use of the Toney Burger Center to host ARTFEST on April 30, 2022.

BACKGROUND: Each year, Sunset Valley hosts its annual ARTFEST to promote local art and create a fun environment for all ages. 2022 will mark its 14th year and this free admission, one-day event includes over 70 vendors that work in a variety of art forms, from jewelry to woodwork to oil paintings. The event also features local food vendors and live music from Austin-area artists on both the main stage and the kids' stage. The festival is a family affair with activities for both children and adults.

FUNDING: No funding needed for approval of this Special Use permit (funding for the festival approved by Council in the FY22 Budget).

CURRENT YEAR FISCAL BUDGET				
ACCOUNT	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
N/A	\$0	\$0	\$0	\$0
PRIOR YEAR FISCAL BUDGET(\$)				
BUDGET YEAR	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- SPECIAL USE PERMIT APPLICATION
- ARTFEST EVENT MAPS
- [AISD AGREEMENT \(HYPERLINKED\)](#)

**CITY OF SUNSET VALLEY, TEXAS
TEMPORARY SPECIAL USE PERMIT APPLICATION**

Name of Applicant: _____

Phone: _____ Email Address: _____

Mailing Address: _____

THE FOLLOWING INFORMATION MUST BE COMPLETED PRIOR TO SUBMISSION TO THE CITY COUNCIL FOR CONSIDERATION OF APPROVAL:

Dates you wish this permit to cover: From _____ To _____
(Must not exceed thirty (30) days)

Site Location/Address: _____

Describe Special Use Requested: _____

IF THE APPLICANT REQUESTING THE PERMIT IS NOT THE OWNER OF THE PROPERTY, THIS APPLICATION SHALL BE ACCOMPANIED BY WRITTEN APPROVAL FROM THE PROPERTY OWNER.

Please attach a letter that addresses compatibility with the location's zoning, nuisance and disturbance factors impacting neighboring properties, and traffic issues, such as congestion, safety hazards, or parking. Also, please attach a map showing location site, roadways, entrance and exits, and location of any accessory structures to be placed on the site.

It is hereby agreed that for and in consideration of the approval of this permit application, the proposed use shall be performed and completed in accordance with the plans and specifications as approved and any applicable Ordinance requirements of the City of Sunset Valley. All plans and specifications by the applicant and approved by Sunset Valley in connections with this application are hereby made a part of this application. All work approved by this permit is subject to the inspection and control of the City of Sunset Valley.

I certify that the above statements are true and correct. Authorization is hereby given to the licensing authority of the City of Sunset Valley to enter upon the above described private property for the purpose of evaluation and inspection.

SPECIAL CONDITIONS: _____

Date Applicant Signature Applicant Printed Name

Permit Fee: _____
Amount Paid Date Paid Receipt Number

Sunset Valley Art Fest 2022 Grounds

Entrance and Exit

X
Parking Person

Hard Perimeters

Two-way Traffic

71

71

290

290

W. US Hwy. 290 Frontage Rd.

Hwy. 290 Frontage Road

General Parking

Stage

Children's Area

Burger Stadium

X
EMT

Vendors' Tents

Entrance

Sustainable Food Center Areas

X

Hard Perimeter

Vendor/General Parking

SFC Barricade

General Parking

Entrance Only

X
Parking Person

City of Sunset Valley Offices

100 Ft.

X
Parking Staff
6:00-9:00 a.m. only,
then move to outer parking areas

Exit Only

No Parking on this road

No Left Turn

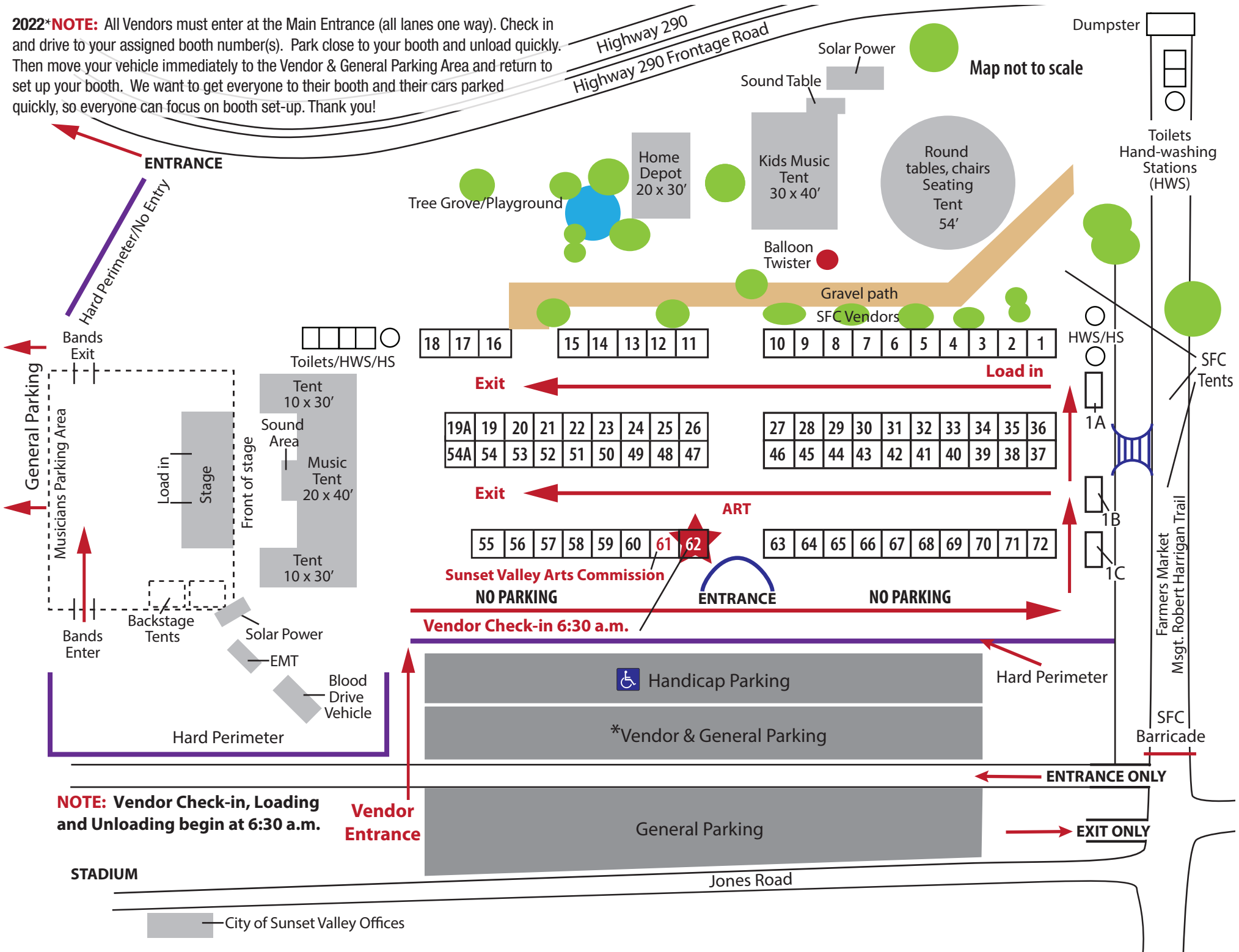
Cones will block elementary school entrance

Jones Road

To Jones Rd.

MSGT. Robert Horrigan Trail

2022*NOTE: All Vendors must enter at the Main Entrance (all lanes one way). Check in and drive to your assigned booth number(s). Park close to your booth and unload quickly. Then move your vehicle immediately to the Vendor & General Parking Area and return to set up your booth. We want to get everyone to their booth and their cars parked quickly, so everyone can focus on booth set-up. Thank you!



CITY COUNCIL MEETING DATE: MARCH 22, 2022



CITY COUNCIL AGENDA ITEM #7

STAFF PREPARER/CONTACT INFORMATION: Lenn Carter, Police Chief
lcarter@sunsetvalley.org

COUNCIL SPONSOR: Councilmember Rob Johnson, rjohnson@sunsetvalley.org

SUBJECT: RFP #20220322-SURVEILLANCE AND ACCESS CONTROL SYSTEMS

DESCRIPTION: Consider and act on approval of an RFP for Surveillance and Access Control Systems for City Facilities.

BACKGROUND: At the August 3, 2021, City Council Meeting staff presented a revised Building Security Needs Assessment as part of the Public Safety Staff Report. The security assessment recommended public safety improvements to Public Works, City Hall, and Police Department facilities.

Public safety improvements to City facilities were approved in the FY 2021/2022 Capital Improvement Budget.

This item is a Request for Proposals (RFP) for surveillance and access control systems to address security and safety concerns in city facilities.

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	BUDGET	FY 22 EXPENDITURES	FY 22 YTD	THIS ITEM	REMAINING
30 - Capital Improvement	02 – Public Safety	5764 – Security System Buildings	\$115,000	\$0	\$0	\$0	\$115,000

PRIOR YEAR FISCAL BUDGET(S)

BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION: Approve and release the RFP for surveillance and access control systems for city facilities.

SUPPORTING MATERIALS PROVIDED: YES

- DRAFT RFP #202220322
- CIP PROJECT COST TRACKING SHEET IS [LOCATED HERE](#).



**CITY OF SUNSET VALLEY
3207 JONES ROAD
SUNSET VALLEY, TEXAS 78745
REQUEST FOR PROPOSALS (RFP)**

RFP NO: 20220322	DATE ISSUED: 3/24/2022
ITEMS/SERVICES: SURVEILLANCE AND ACCESS CONTROL SYSTEMS	DATE CLOSED: 04/21/2022

The City of Sunset Valley is accepting proposals for SURVEILLANCE AND ACCESS CONTROL SYSTEMS. Late bids will not be accepted. The work shall consist of furnishing all labor, materials, tools, equipment, appurtenances, and incidentals for providing SURVEILLANCE AND ACCESS CONTROL SYSTEMS in accordance with the specifications for the agreement. Proposals must be received by 3:00 p.m. Thursday, April 21, 2022. Copies of the RFP are available electronically at www.sunsetvalley.org and for pickup at the Sunset Valley Police Department, 3207 Jones Road, Sunset Valley, Texas 78745 during normal business hours 8:00 a.m. to 5:00 p.m., Monday through Friday.

GENERAL INSTRUCTIONS

1. Submit ONE original proposal via email to lcarter@sunsetvalley.org
2. All submissions should be titled "Quotation for SURVEILLANCE AND ACCESS CONTROL SYSTEMS (Bid No.20220322)."

3. Interested vendors **MUST** schedule an on-site visit of facilities and system equipment, in accordance with **Section 14. ON SITE VISITS** of this RFP. All visits must be scheduled in advance by contacting the City Point of Contact.
4. Email proposal packages to **City Point of Contact:**

Lenn Carter
Police Chief
City of Sunset Valley
512.892.1384
lcarter@sunsetvalley.org

Proposals must be received no later than **3:00 p.m. on Thursday April 21, 2022.**

DRAFT

1. INTRODUCTION

The City of Sunset Valley (City) is requesting proposals from qualified, professional surveillance and access control system vendors. The qualified vendor would enhance the City's existing surveillance and access systems which would enable the City to address security and safety concerns.

2. BACKGROUND INFORMATION

The City of Sunset Valley is in Travis County, Texas. The City is a general law city located approximately six miles from downtown Austin. It is a Mayor-Council municipality with a strong mayor form of government. The City is a residential community anchored by a mix of retail businesses.

The City employs 27 staff members who occupy three separate campuses, a Police Facility, City Hall, and Public Works. The Police Department and Public Works campuses have functioning surveillance and access control systems that are failure prone and are unable to operate to their full capabilities. City Hall has an access control system and an outdated surveillance system that needs replacement.

Staff conducted a threat assessment of these facilities and determined that installing surveillance systems would assist in addressing safety concerns. Therefore, staff identified the need to both modernize existing surveillance and access control systems at the Police Department and Public Works and add surveillance capabilities to City Hall. Staff further recognizes the financial costs associated and is requesting a separate bid for each of the three identified campuses.

3. OBJECTIVES

The City of Sunset Valley seeks an enhanced public safety surveillance system for the following City campuses; Police Department, City Hall, and Public Works. General goals and objectives expected to result from the new system include:

- A. Modernization of existing surveillance system at Public Works facility to address security concerns and protect staff against potential threats.
- B. Modernization of existing surveillance system at the Police facility to address security concerns and protect staff against potential threats.
- C. Installation of a surveillance system at City Hall to address security concerns and protect facilities from after-hours threats.
- D. Ability for surveillance systems at each of the three facilities to function via power over Ethernet or via Wi-Fi or a combination of both.
- E. Ability for information to be stored on either a local server or on the cloud for up to a year.
- F. Ability for cameras at all the campuses to be monitored at the Police Department
- G. Ability for the cameras at City Hall and Public Works to be monitored within each building to address security concerns.

The City reserves the right to reject all proposals, disqualify nonconforming or incomplete proposals at its sole discretion, waive deviations from the RFP, and determine whether proposers are qualified, or to make no award. The City reserves the right to issue addenda to the RFP, to modify the RFP, to modify the franchise agreement, or to withdraw the RFP. The City may request clarification or additional information from any of the proposers at any point in the RFP process. Proposals must comply fully with the requirements detailed in this RFP. Required supporting documentation must be included as attachments and be appropriately identified. All proposers should take whatever steps they believe are necessary to reasonably establish the actual existing service information when preparing their proposals.

4. SUBMISSION REQUIREMENTS AND CONDITIONS

Vendors wishing to be considered in the selection process must email ONE complete proposal package to the Point of Contact no later than 3:00 p.m. Thursday, April 21, 2022. The submission must be titled “Quotation for SURVEILLANCE AND ACCESS CONTROL SYSTEMS (Bid No.20220322).”

This RFP is available online at www.sunsetvalley.org and available for pickup at the Sunset Valley Police Department at 3207 Jones Road, Sunset Valley, TX 78745 Monday – Friday from 8:00 a.m. through 5:00 p.m.

The City requests that the submitted proposal address the points outlined in **3. OBJECTIVES (A – G)** with specificity. The evaluators are looking for content, organized effort, and solution-oriented proposals.

Each proposal shall provide the following information:

5. LETTER OF TRANSMITTAL

The letter of transmittal must contain the following statements and information:

- A. Legal company name, address, telephone number(s) and website.
- B. Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the company and to whom correspondence should be directed.
- C. Complete a W-9 that includes Federal taxpayer identification numbers of the company.
- D. A brief statement of your understanding of the services to be performed and make a positive commitment to provide services as specified.
- E. The letter must be signed by an officer of the firm, or the person authorized to bind the vendor to the proposal and cost schedule.
- F. A statement indicating that the proposal and cost of service schedule will be valid and binding for ninety (90) days following the proposal date.
- G. At least 5 vendor references from projects similar in scope and size to the proposed project.

6. COMPANY PROFILE

Provide a brief profile of the company including at a minimum:

- A. Length of time in business
- B. Length of time providing the proposed services
- C. Number of clients in the public sector
- D. Number of full-time employees and area of involvement; Technical Support, Sales Support, Administrative Support.
- E. Location of offices to service the account.
- F. Historically Underutilized Business (HUB) statements, if applicable.

7. PROPOSAL

- A. Description of the approach the vendor will use in providing the services requested.
- B. Provide a system overview.
- C. Discuss system requirements
- D. Describe the implementation process.
- E. Explain system warranty, maintenance, and support.
- F. Discuss user licenses, annual fees, and any services not under the fixed fee.
- G. Provide individual price quotations for: City Hall, Public Works, and Police Department.
- H. Include a pricing summary.
- I. Include, if applicable, any information about why the company is uniquely qualified to perform the services.

8. DRAFT CONTRACT LANGUAGE

The vendor shall submit a draft contract.

9. CONFIDENTIAL INFORMATION

To the extent permitted under Texas law, all proposals will be kept confidential. In the event any proposed vendor believes that any information submitted with its proposal is confidential, classified, or proprietary business information, such information should be explicitly identified and marked. The reason for such designation should also be stated. Proposals will only be accepted from vendors authorized to do business in the State of Texas

10. REQUIRED ATTACHMENTS AND CERTIFICATIONS

The following attachments to this RFP are required to be submitted with your proposal:

- Certificate of Non-Discrimination (Attachment B)
- Ethics Affidavit (Attachments C and C-1)
- Drug and Alcohol-Free Workplace Certification (Attachment D)

11. EVALUATION CRITERIA and SELECTION PROCESS

The selection will be made by City Council on recommendations from staff. The City requires that the vendor direct any questions to the City Point of Contact. The City established minimum standards for responsible prospective contractors are:

- Have a satisfactory record of performance;
- Have adequate financial resources, or the ability to obtain such resources as required;
- Be able to comply with the required or proposed schedule;
- Have a satisfactory record of integrity;
- Have a positive reputation for quality goods or services;
- Positive past relationship with the City (if any).

Vendors may be asked for additional information to demonstrate they meet minimum standards. The evaluation and selection process will be completed using the following criteria as a benchmark for

making a recommendation. Each proposal will be evaluated using the criteria and rating system shown below:

- A. Responsiveness to the RFP (5 points)
- B. Approach and Methodology (20 points)
- C. Experience of the Firm (15 points)
- D. Staffing and Experience (15 points)
- E. Satisfaction of Clients/End Users (25 points)
- F. Pricing (20 points)

The award of contract will be made to the firm, whose proposal receives approval of the City Council. Following selection of the recommended vendor, a letter will be sent to all bidders informing them of the City's selection and the date of anticipated City Council meeting to award the contract. Award will be made to the vendor whose proposal best complies with the RFP and will be the most advantageous to the City. The City will negotiate contractual terms of services with the selected vendor and, upon successful negotiation; complete the contract award. The City is not liable for any costs for work or services performed by the selected Vendor prior to completion of an executed contract and contract start date.

The following is the proposed schedule for selecting a vendor:

March 24, 2022- Issue RFP

April 21, 2022 @ 3:00 P.M. - Deadline for Receipt of Proposals

May 3, 2022 - City Council Award

May 26, 2022 - Start of Contract

12. LATE PROPOSALS

Proposals emailed after the designated time will not be considered in the selection process and will be retained unopened. Complete proposals are due 3:00 p.m. April 21, 2022.

13. QUESTIONS AND ADDENDUMS TO THE RFP

Bidders having questions concerning specifications to this RFP should submit them in writing (email) to the attention of the City Point of Contact. Questions should be submitted not later than close of business, Monday, April 11, 2022, so that appropriate information may be researched and made available to all bidders. If it becomes necessary to revise any part of the RFP or otherwise provide additional information, an addendum will be issued by the City. Unauthorized contact regarding this request for proposal with employees may result in disqualification. Any oral communication will be considered unofficial and non-binding.

14. ON SITE VISIT

All prospective vendors must schedule an on-site visit to review facilities and equipment. Visits must be scheduled in advance of arrival; please no drop ins. Appointments can be scheduled Monday-Friday during normal business hours 8:00 A.M. to 5:00 P.M., beginning Monday, March 28, 2022, at 10:00 A.M. To schedule a visit, email or call the Point of Contact.

15. MISCELLANEOUS

The City reserves the right to reject any or all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the City's sole judgment best meets the requirements of the program. The RFP creates no obligation on the part of the City to award a contract or compensate the Bidder for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews. The City reserves the right to award a contract based on proposals received without further discussion or negotiation or interview the higher rated bidders. If the City intends to hold interviews, the vendor(s) to be interviewed will be contacted to schedule an

interview. Vendors should not rely upon the opportunity to alter their qualifications during any discussions. Submit your proposal as your best and final offer.

16. LEGAL RELATIONS AND RESPONSIBILITIES

A. CONTRACT

A contract equally binding between the CONTRACTOR and the CITY shall be produced, if and when, CONTRACTORS proposal is accepted by the CITY. The CONTRACTOR shall not sell assign, transfer, or convey this contract in whole or in part without the prior written consent of the CITY.

B. DRUG FREE WORKPLACE

It is the policy of the City of Sunset Valley to maintain a drug-free workplace. CONTRACTORS and their employees are expected to report to work with an appropriate mental and physical condition for work. CONTRACTORS must complete and adhere to Drug and Alcohol-Free Workplace Certification, **Attachment D**, and submit with this proposal for consideration.

C. ETHICS/CONFLICTS OF INTEREST

No public official or CITY employee shall have a personal or financial interest in this contract. CONTRACTOR shall not offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the CITY during the procurement period or life of the contract. CONTRACTORS must disclose any prior or existing business relationship with CITY employee, officials, or agent; and submit Ethics Affidavit with proposal **Attachments C and C-1**.

D. HOLD HARMLESS

The CONTRACTOR shall defend, indemnify and save harmless the CITY and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligent act or fault of the bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bids award. CONTRACTOR indemnifies and will indemnify that save harmless the CITY from liability, claim or demand on their part, agent's servants, customer, and or employees whether such liability, claim or demand arise from the event or casualty happening or within the

occupied premises themselves or happening upon or in any of the halls, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. CONTRACTOR shall pay any judgment with costs, which may be obtained, against the CITY growing out of such injury or damages.

E. HOLIDAYS AND HOURS OF WORK

No work shall be allowed on designated holidays unless specific prior arrangements have been made. Work will be scheduled around major City events and holidays.

F. INSURANCE

The CONTRACTOR responsible for services performed at the site will provide proof of Worker's Compensation Insurance, General Liability Insurance, and Umbrella Liability Insurance. The CONTRACTOR should not include such insurance costs in its proposal. Insurance requirements are located in **Attachment E**.

G. NON-DISCRIMINATION AND EMPLOYMENT

The CITY encourages equal employment opportunity practices on the part of private businesses and persons seeking to do business with the CITY are expected to comply with applicable Federal and Texas State laws, regulations and orders relating to equal employment and non-discrimination, with regard to, employees and subcontractors. Bidders must complete **Attachment B** and return with proposal.

H. PAYMENT

Invoices must be fully itemized and provide sufficient information for approving payment and for auditing purposes. Invoices must be billed on a monthly basis including all services and supplies provided during the month. Invoice should be addressed to City of Sunset Valley Accounts Payable. Invoices will be paid net 30 days.

END

DRAFT

ATTACHMENT B
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
CITY OF SUNSET VALLEY
CERTIFICATION OF NON-DISCRIMINATION

The CONTRACTOR hereby certifies not to discriminate and to comply with the CITY's Non-Discrimination provision of this Request for Proposal. The CITY's Policy on Non-Discrimination requires compliance with applicable Federal and Texas state laws, regulations and orders relating to equal employment opportunity and non-discrimination.

Contractor

Signature

Title

Date

ATTACHMENT C
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
CITY OF SUNSET VALLEY
ETHICS AFFIDAVIT

STATE OF TEXAS

COUNTY OF TRAVIS

Date: _____

Name of Affiant: _____

Title of Affiant: _____

Business Name of Bidder: _____

County of Bidder: _____

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by Bidder to make this affidavit for Bidder.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. Bidder has received the list of key contracting persons associated with this invitation for bids, which is attached to this affidavit as Exhibit C-2.
5. Affiant has personally read Exhibit C-1 and C-2 to this Affidavit.
6. Affiant has no knowledge of any key contracting person on Exhibit "C-1" with whom Bidder is doing business or has done business during the 365-day period immediately before the date of this affidavit whose name is not disclosed in the Request for Proposals.

Signature of Affiant

Address

ATTACHMENT C-1
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
CITY OF SUNSET VALLEY

Bidder acknowledges doing business or has done business during the 365 day period immediately prior to the date on which this bid is due with the following key persons and warrants that these are the only such key persons:

If no one is listed above, Bidder warrants that Bidder is not doing business and has not done business during the 365-day period immediately prior to the date on which this bid is due with any key person.

Signature

Print Name

EXHIBIT C-2
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
LIST OF KEY CONTRACTING PERSONS
City of Sunset Valley

<u>Position Held</u>	<u>Name of Individual</u>
Mayor	Marc Bruner
Mayor Pro-Tem	Alfonso Carmona
Councilmember	Rudi Rosengarten
Councilmember	Robert Johnson
Councilmember	Wanda Reetz
Councilmember	Justin Litchfield
City Administrator	Sylvia Carrillo-Trevino
Director of Public Works	Carolyn Meredith
Chief of Police	Lenn Carter
Accountant	Suzanna Fleegal

ATTACHMENT D
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
AT THE SUNSET VALLEY CITY HALL
DRUG-FREE WORKPLACE CERTIFICATION

It is the policy of the City of Sunset Valley to maintain a drug-free work place. CONTRACTORS, SUBCONTRACTORS and their employees are expected to report to work with an appropriate mental and physical condition for work; and are not to report to or remain at work under the influence of intoxicants. For the purpose of this policy, intoxicants include abused inhalants such as glue or paint thinner, alcoholic beverages, and any drug which is not legally obtainable or which is legally obtainable but has not been legally obtained or not used for their prescribed purposes. In order to have a drug-free workplace, CONTRACTOR shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the CONTRACTOR'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this proposal a copy of the statement specified in Subsection (1).
4. Notify the employees that, as a condition of working under this proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to, of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction. CONTRACTOR will impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation.
5. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this CONTRACTOR complies fully with the above requirements.

Signature

Date

Print Name and Title

ATTACHMENT E
SURVEILLANCE AND ACCESS CONTROL SYSTEMS
CITY INSURANCE REQUIREMENTS

Insurance Provided by the CONTRACTOR

For any Contract resulting from this request for proposals, the CONTRACTOR shall, prior to Notice to Proceed, provide the CITY with a Certificate of Insurance in the below listed minimum amounts and shall maintain such coverage in effect for the full duration of the Contract, unless such Contract specified different coverage or amounts. Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to the CITY by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

1. Workers' Compensation	\$500,000	
2. Employer's Liability	\$500,000	
3. Bodily Injury Liability:	\$500,000	per each occurrence
Except automobile	\$1,000,000	aggregate
4. Automobile Bodily Injury Liability	\$500,000	per each person
	\$1,000,000	per each occurrence
5. Automobile Property Damage	\$500,000	per each occurrence
6. Excess Umbrella Liability	\$500,000	per each occurrence

CITY COUNCIL MEETING DATE: MARCH 22, 2022



CITY COUNCIL AGENDA ITEM #8

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner, mbruner@sunsetvalley.org

SUBJECT: ADMINISTRATION – COMMITTEES

DESCRIPTION: Presentation, discussion and possible staff direction on Amendments to Chapter 31 – Committees –Aligning the committee appointment to the fiscal year (Mayor Bruner/Administration)

BACKGROUND: Discussion at the recent City Council retreat, along with Committee Chairs and Vice Chairs led to a discussion of changing the committee appointment timeframe to align with the fiscal year as opposed to the election cycle.

FUNDING: NA

STAFF RECOMMENDATION: NA

SUPPORTING MATERIALS PROVIDED: YES

- POSSIBLE CHAPTER 31 AMENDMENTS

§ 31.17 APPOINTMENT OF MEMBERS.

(A) Committee members shall be appointed by the City Council.

(B) Committee members will be appointed ~~at the first regular meeting following the city elections or as soon thereafter as possible.~~ At the last meeting in September in alignment with the fiscal year so that committees may be seated at the commencement of the fiscal year. Additional appointments may be made from time to time as determined by the Council to fill a vacancy or to add additional member(s) or alternate(s).

(C) Committee member appointments will be for a term of one year or until appointments are made following the city elections.

(D) In the event of the resignation of a regular member, the City Council shall give consideration to appointing sitting alternate members as regular members, prior to appointment of new regular members.

(E) No individual may serve concurrently as a regular member on more than two Standing or Special Committees.

(F) No individual may serve concurrently as a regular or alternate member of a Standing Committee while also serving on the City Council, Zoning Commission, or Board of Adjustment.

(G) There are four categories of committee appointments:

(1) Regular members shall be residents of the city and will have full voting privileges and count toward a meeting quorum.

(2) Alternate members shall be residents of the city and will not have voting privileges or count toward a meeting quorum except as provided in § 31.19(B).

(3) Honorary members are not required to be city residents and do not have voting privileges or count toward a quorum.

(4) City Council Liaison is the City Council member assigned to a committee as a non-voting member. The City Council Liaison provides communication between the City Council and the committee. The City Council Liaison cannot be an officer of the committee. The City Council Liaison shall have the following roles:

(a) Serves as the primary two-way communications channel between Council and standing committees, and the Arts Commission.

(b) Advises the City Council of any activities conducted by the committee or commission through quarterly reports at Council meetings or work sessions.

(c) Helps resolve questions the committee or commission may have about the role of Council or municipal government.

(d) Advises the committee or commission on most recent Council action or activities related to the committee or commission.

(e) Establishes formal or informal contact with the chairperson of the committee or commission and effectively communicates the role of the City Council Liaison.

(f) Provides procedural direction and relays Council's position to the committee or commission.

(g) Assists the committee or commission in staying on track and focused on council outcomes/goals assigned to them.

(h) Encouraged to attend all meetings of the assigned committee or commission.

(5) The Liaison shall provide a quarterly written report to the Council.

(Ord. 70619-B, passed 6-19-2007; Ord. 100706-B, passed 7-6-2010; Ord. 140805, passed 8-5-2014; Ord. 141217-B, passed 12-17-2014; Ord. 170110-A, passed 1-10-2017; Ord. 181218-B, passed 12-18-2018; Ord. 200204, passed 2-4-2020; Ord. 210105, passed 1-5-2021)

CITY COUNCIL MEETING DATE: MARCH 22, 2022



CITY COUNCIL AGENDA ITEM # 9

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner, mbruner@sunsetvalley.org

SUBJECT: ADMINISTRATION – COUNCIL AGENDAS

DESCRIPTION: Presentation, discussion and possible staff direction on Agenda and Packet codification. (Mayor Bruner/Administration)

BACKGROUND:

The Open Meetings Act requires public notice of a meeting to be posted within 72 hours of the meeting. The act requires the agenda be posted and does not address complimentary backup to the agenda. Recent discussion and changes to backup within the 72 hour window have led to the discussion of a policy to perhaps codify required backup.

Staff feels the issue is not one of backup but rather following the already established ordinance.

The City of Sunset Valley Code of Ordinances Chapter 30.03 B states

*“(B) Items to submitted to City Secretary. All reports, communications, ordinances, resolutions, contract documents, or other supporting documentation regarding the requested agenda item to be submitted to the Council shall be delivered to the City Secretary, if at all physically possible, **at least 11 calendar days preceding each regular Council meeting** whereupon the City Secretary shall prepare a list of the matters submitted for consideration. Committee or informative reports not requiring City Council action may be submitted by City Council Members for inclusion on the agenda prior to the posting of the agenda. The Mayor shall determine the order and*

scheduling of matters to appear on the agenda for Council consideration at a regular meeting not later than 5:00 p.m. on the fifth calendar day before the regular meeting, with assistance, as needed, from the City Administrator.”

However, the process staff has been following for the better part of a decade includes posting by the City Secretary on the Thursday, prior to the meeting date, or 120 hours prior to the meeting time which turns out to be 72 business hours (Thursday, Friday, and Monday). That process is presented below.

Existing Council Process for Agenda Posting - 3/9/2022 - 4/5/2022				
Monday	Tuesday	Wednesday	Thursday	Friday
March 7	8	9	10	11
	City Council Meeting	Post Meeting Review – Staff	Draft Agenda Created for 3/17 Posting	Draft Agenda reviewed with the Mayor – City Administrator/Mayor Pro-Tem for the 3/22/22 Meeting
14	15	16	17	18
Agenda items are still being added at this time			Agenda Posting for the 3/22 Meeting	Final Agenda Review for the 3/22/22 Meeting
21	22	23	24	25
	Council Meeting	Post Meeting Review – Staff	Draft Agenda Created for 4/5/22 Posting	Draft Agenda reviewed with the Mayor – City Administrator/Mayor Pro-Tem for the 4/5/22 Meeting
28	29	30	31	April 1
Agenda items are still being added at this time			Agenda Posting for the 4/5/22 Meeting	Final Agenda Reviewed for the 4/5/22 Meeting and Future Agendas
4	5	6	7	8
	Council Meeting			

As a result of the existing process, frequent revisions must be made after the agenda has been posted. Legally, the agenda has not been modified and therefore a non-issue, however, at its worst, it does lead to public mistrust of the information being presented, and at its least, it is very confusing to both residents, staff, and the Council.

The Code of Ordinances process depicted below requires an 11-day lead time for items contemplated to be on the agenda. *“All reports, communications, ordinances, resolutions, contract documents, or other supporting documentation regarding the requested agenda item to be submitted to the Council shall be delivered to the City Secretary, if at all physically possible, at least 11 calendar days preceding each regular Council meeting whereupon the City Secretary shall prepare a list of the matters submitted for consideration”*

The prior Mayor and the City Administrator discussed this issue at length and attempted to ensure it was followed by both the Council and staff, however, determination of what is considered “COMPLETE” supporting documentation was never agreed upon. Further, staff is put into the awkward position of sometimes negating information submitted by a Councilmember should the information they presented not be correct or taken out of context.

Further, letter (C) of the same section is not clear and discusses a nebulous statement of *“(C) Submission prior to meeting. **A copy of the agenda along with the appropriate supporting documentation shall be furnished to each Council Member and the Mayor prior to the Council meeting as far in advance of the meeting as time for preparation will permit... “***

The determination of what is “appropriate documentation” and time for submittal is “as far in advance of the meeting as time for preparation will permit” must be discussed.

Current Chapter 30 Agenda Process				
Monday	Tuesday	Wednesday	Thursday	Friday
March 7	8	9	10	11
Final and Complete Agenda Items for 3/22/22 Due	Council Meeting	Post Staff Review Review of the 3/22/22 Agenda Items	Draft Agenda for 3/22/22	Draft Agenda Review with the Mayor for 3/22/22 Agenda Final determination of items on the agenda
14	15	16	17	18
			Agenda Posting for 3/22/22	Agenda Review with the Mayor for the 3/22/22
21	22	23	24	25
Final and Complete Agenda Items for 4/5/22 Due	Council Meeting	Post Staff Review of 3/22 Agenda Review of 4/5/22 Agenda items	Draft Agenda for 4/5/22	Draft Agenda Review with the Mayor for 4/5/22 Agenda Final determination of items on the agenda
28	29	30	31	April 1
			Agenda Posting for 4/5/22	
4	5	6	7	8
	Council Meeting			

STAFF PROPOSAL

As an improvement to the process, without changing substance to the existing ordinance, staff recommends that the 11-day submittal requirement be changed to business days to allow the agenda process to be more thoughtful and less prone to error.

Additionally, amendments to backup should only be done when approved by the Mayor after a determination that the amendments are not substantive in nature. Once an approved change is approved, the legislative (strike-out)

version be posted so that the council and residents have an opportunity to clearly view what has been changed. These amendments would apply to both Council and Committee.

FUNDING: NA

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	BUDGET	FY 22 EXPENDITURES	FY 22 YTD	THIS ITEM	REMAINING
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION: Consider staff recommendation of amendments to Chapter 30.

SUPPORTING MATERIALS PROVIDED: YES

CHAPTER 30 AMENDMENTS

§ 30.03 AGENDA.

(A) Who may place items on agenda. Any member of Council or the Mayor may place any item on the agenda of any specific meeting for discussion and or action. No part of this subchapter shall be interpreted in such a manner that allows any person to prevent, restrict or inhibit a member of Council or the Mayor from placing any item on the agenda. Any item submitted for the agenda by a Council Member or the Mayor must be preserved in its original form and may not be edited, censored or altered in any way without the express permission of the submitting party.

(B) Items to submitted to City Secretary. All reports, communications, ordinances, resolutions, contract documents, or other supporting documentation regarding the requested agenda item to be submitted to the Council shall be delivered to the City Secretary, ~~if at all physically possible~~, at least 11 ~~calendar-business~~ days preceding each regular Council meeting whereupon the City Secretary shall prepare a list of the matters submitted for consideration. Committee or informative reports not requiring City Council action may be submitted by City Council Members for inclusion on the agenda prior to the posting of the agenda. The Mayor shall determine the order and scheduling of matters to appear on the agenda for Council consideration at a regular meeting not later than 5:00 p.m. on the fifth **calendar** day before the regular meeting, with assistance, as needed, from the City Administrator.

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(C) Submission prior to meeting. A party sponsoring or submitting a matter for Council consideration may agree to defer, either before or at the Council meeting, consideration of the matter in favor of any other matter. A copy of the agenda along with the appropriate supporting documentation shall be furnished to each Council Member and the Mayor prior to the Council meeting as far in **advance of the meeting as time for preparation will permit**. Each agenda will note the Council Member sponsor(s) of any matter for Council consideration, and will note the Council Member or Mayor who authorized inclusion of any matter presented or proposed by the City Administrator, a department head or the City Attorney. Meetings and postings of meetings will be made in accordance with state law. Authorized amendments or changes to supporting documentation for each agenda item must be approved by the Mayor prior to such amendment occurring. If the Mayor approves such an amendment, the legislative version of the amended document must be included for comparative purposes.

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(D) Submission of matters for agenda. The Mayor and any member of the Council may submit a matter for consideration or action by the Council. The City Attorney, the City Administrator or any department head (in coordination with the City Administrator) may submit a matter for consideration or action by the Council by first obtaining the authorization/sponsorship of a Council Member or the Mayor for inclusion of the matter on an agenda. The authority of a department head to submit a matter for Council consideration shall include only matters within the purview of the Department Head, and shall not include a grievance or matter affecting the department head's employment with the city, except as otherwise provided by the city's personnel policies.

(E) Rescheduled meeting. In the event that a regular meeting is rescheduled to a day other than the first or third Tuesday, all deadlines for submission of matters to be included on the agenda shall be adjusted accordingly.

(F) Vote deferred. In the event that the Mayor or Council Member who sponsored a matter is not present at the Council meeting during which such matter is taken up, the matter may be discussed but any vote on the matter shall be deferred unless the sponsoring member has agreed that the matter should proceed to a vote in their absence or if the members present deem it a matter of exigent circumstances. An example of an exigent circumstance would be one in which the city, a citizen, property or staff are in peril and immediate action is required to avert injury, loss or damage.

(G) Submissions to be in paper form and electronic form. All submission of matters to the city for consideration by the Council shall be made in electronic form if practicable. Electronic submission may be made in a standard format specified by the City Secretary. (Ord. 080624-A, passed 6-24-2008; Ord. 090721, passed 7-21-2009; Ord. 100706, passed 7-6-2010; Ord. 160112, passed 1-12-2016)

CITY COUNCIL MEETING DATE: MARCH 22TH, 2022



CITY COUNCIL AGENDA ITEM #10

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner, mbruner@sunsetvalley.org

SUBJECT: ADMINISTRATION – OPEN MEETINGS ACT

DESCRIPTION: Presentation, discussion and possible staff direction regarding Council quorum issues related to participation at committee and commission meetings, as well as other Open Meeting concerns.

BACKGROUND: Recent discussion of multiple council members attending a committee meeting where issues discussed may appear again as an item on a future agenda prompted this agenda item.

Currently, all committee agendas are posted with the following disclaimer: “A *quorum of the City Council may attend the meeting, however, no official action by the City Council shall be taken.*”

Legal review of an Attorney General’s opinion on passive participation will be provided at the meeting.

Please be prepared to discuss this item as the liaison to committees.

FUNDING: NA

STAFF RECOMMENDATION: NA

SUPPORTING MATERIALS PROVIDED: NO