



**NOTICE OF A REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, APRIL 5, 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 5th day of April 2022 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
 - o Budget Report
 - Professional Fees
 - B. Public Works
 - o CIP Monthly Update
 - C. Public Safety
 - o Safety Plan Update
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 22, 2022 regular meeting and work session.
6. Consider and act on cancelling the July 5, 2022 City Council regular meeting. (Mayor Bruner/Administration)
7. Consider and act on appointing Barbara Wilson as a regular member of the Arts Commission and an alternate member to the Board of Adjustment. (Mayor Bruner/Administration)

Presentation Items for Discussion Only – no action

8. Presentation, discussion, and possible staff direction on the Comprehensive Plan updates, as recommended by the Planning & Environmental Committee. (Council Member Litchfield/Administration)
9. Presentation, discussion, and possible staff direction on parking signage for the trailheads at the Meadows and on Oakdale Drive. (Council Member Rosengarten/Administration)

Executive Session Items – Possible Action in Open Session

10. 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.
 - A. Accounting, finance and human resources staffing needs
11. Reconvene into Open Session.
12. 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 31st day of March 2022 at 6:00 P.M.


Matt Lingafelter
City Secretary

Administration Report

04.05.2022



Council Information Requests	<ul style="list-style-type: none">• Professional Services Fees – Attachment A
Projects Ongoing or Planned	<ul style="list-style-type: none">• Laserfische Document Management System<ul style="list-style-type: none">◦ Staff training begins 4.07.22• FY 2023 Budget Preparation• IT Services RFP• Marketing/Branding – Attachment B
Resident Information Requests	N/A
Upcoming Meetings & Topics of Interest	<p>CED Meeting 4.06.22</p> <ul style="list-style-type: none">• Beautification Project• City Hall Community Center• Spring Fling, Volunteer Appreciation, other events <p>Board of Adjustment 4.13.22</p> <ul style="list-style-type: none">• 1052 Sunflower Trail Variance Request• 6405 Brodie Landscaping Buffer <p>Zoning Commission 4.27.22 (to Council on 5.03.22)</p> <ul style="list-style-type: none">• City-owned Zoning Change<ul style="list-style-type: none">◦ 6107 Brodie (Behrens)◦ 6401 Brodie (Gault)• Short Term Rental Regulations and LDC Amendments• Proposed Amendments to the Development Process

	ARTFEST is Saturday, April 30 th , 9 am – 4 pm
Upcoming Topics for Agenda or Discussion	<ul style="list-style-type: none"> • Comprehensive Plan Review and Public Comment Period • Parks and Open Space Joint Meeting with Council • Budget and Finance Joint Meeting Kickoff with Council • 9 Reese Variances • Legal Review of Council items <ul style="list-style-type: none"> ○ Committee quorum issue ○ Public comments and Open Town Hall • IT Services RFP • Asset Management Software (Public Works)
Development & Commercial Permitting Activity	See attached report – Attachment C

ATTACHMENT A

Professional Services Fees - Sunset Valley
 Monthly Actuals vs Budget [INTG] - Types
 Download generated on 03/31/2022

			October	November	December	January 2021-	February 2021-	March 2021-22	2021-22	2021-22 Actual	2021-22
			2021-22	2021-22 Actual	Budget	vs Budget	Actual vs				
			Actual							Variance	Budget %
											Variance
Revenues			\$ 664,181.00	\$ 1,446,517.00	\$ 2,162,127.00	\$ 2,805,878.00	\$ 2,805,878.00	\$ 2,805,878.00	\$ 7,478,218.00	\$ (4,672,340.00)	-62.48%
Expenses	Contract Services	(5327) Engineer - Design Fees*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 386,610.00	\$ (386,610.00)	-100.00%
Expenses	Contract Services	(5306) Attorney**	\$ 30,537.00	\$ 30,537.00	\$ 33,288.00	\$ 33,288.00	\$ 37,326.00	\$ 41,543.00	\$ 56,000.00	\$ (14,458.00)	-25.82%
Expenses	Contract Services	(5343) IT Management Services	\$ -	\$ 10,455.00	\$ 16,109.00	\$ 21,763.00	\$ 28,008.00	\$ 33,662.00	\$ 112,678.00	\$ (79,016.00)	-70.13%
Expenses	Contract Services	(5330) Engineer - Review & Inspection Fees	\$ 8,523.00	\$ 13,172.00	\$ 15,666.00	\$ 15,881.00	\$ 22,082.00	\$ 27,770.00	\$ 58,275.00	\$ (30,505.00)	-52.35%
Expenses	Contract Services	(5348) Legal Defense Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Revenues Less Expenses			\$ 625,120.00	\$ 1,392,353.00	\$ 2,097,064.00	\$ 2,734,946.00	\$ 2,718,461.00	\$ 2,702,903.00	\$ 6,864,655.00	\$ (4,161,751.00)	-60.63%

NOTES

* Acct 5327 is an encumbrance from FY 21 (See attached CIP sheet)
 It will be moved and spent at the construction phase of the project.

\$190,000	Lone Oak
\$128,000	Sunset Trail
\$68,610	Stearns Lift Station (At the time of report, \$82,000 was to be carried over. \$13,390 was spent on the lift station of the \$82,000 prior to the end of the year.)

** Acct 5306 has a budget adjustment before BnF committee on 3/30/22. FY 21 invoices not received until FY 22.

Adopted FY 22 CIP Summary

Engineering Costs will be estimated at 15% of the

Project/Fund	Current Year	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Utility Fund (Water & Wastewater)							\$ 1,774,000
W -Lone Oak	\$ 190,000.00						
W -Sunset Trail	\$ 128,000.00	\$ 252,000.00					
W -Backflow Prevention		\$ 15,000.00					
W -Residential Automated Meter Reading		\$ 105,000.00					
WW- Lift Station	\$ 82,000.00	\$ 112,000.00					
WW - US 290 Sewer		\$ 150,000.00					
W - ERW Waterline			\$ 200,000				
W- Home Depot Water Vault			\$ 50,000				
W - AISD Meter Conversion			\$ 10,000				
W- Burger Center Fire Line			\$ 22,000				
W - AISD Meter Conversion				\$ 80,000			
W- Burger Center Fire Line				\$ 178,000			
W- Commercial AMR						\$ 200,000	
Subtotal	\$ 400,000.00	\$ 634,000.00	\$ 282,000	\$ 258,000	\$0	\$ 200,000	
Streets							\$ 1,856,140
S- Lone Oak Turnaround		\$ 80,000.00					
S- Lone Oak Related to Waterline Above		\$ 239,126.00					
S- Sunset Trail Related to Waterline Above		\$ 143,003.00					
S- Maintenance Plan FY 22		\$ 75,001.00					
S- Maintenance Plan FY 23			\$ 799,010				
S- ERW Repair			\$ 250,000				
S- Maintenance Plan FY 24				\$ 90,000			
S- Maintenance Plan FY 25					\$ 90,000		
S- Maintenance Plan FY 26						\$ 90,000	
Subtotal		\$ 537,130.00	\$ 1,049,010	\$ 90,000	\$ 90,000	\$ 90,000	
Drainage							
Subtotal		\$ -					
Venue Fund							\$ 65,000
Lovegrass Water Quality Pond		\$ 65,000.00					
Subtotal		\$ 65,000.00		\$0	\$0	\$0	
General Fund							\$ 385,000
Burger Center Trail			\$ 80,000				
Valley Creek Park		\$ 40,000.00					
Parks and Open Space Master Plan		\$ 50,000.00					
Land Development Code		\$ 50,000.00					
Public Safety Improvements-City Hall Complex		\$ 115,000.00					
IT improvements to City Hall		\$ 25,000.00					
GIS Mapping		\$ 25,000.00					
Subtotal		\$ 305,000.00	\$ 80,000	\$0	\$0	\$0	
Grand Total All Funds	\$ 400,000.00	1,541,130.00	\$ 1,411,010	\$ 348,000	\$ 90,000	\$ 290,000	\$ 4,080,140

City of Sunset Valley
Vendor Activity
From 10/01/2021 Through 09/30/2022

Document Number	Effective Date	Vendor Name	Funding Source Code	Departments Code	General Ledger Code	Expenses	Transaction Description
1332	10/01/2021	Freeland Turk Engineering Group, LLC	01	01	5330	1,137.50	GN - Development plan Review for 9/2021
1333	10/01/2021	Freeland Turk Engineering Group, LLC	01	01	5327	6,630.90	GN - General Engineering 09/2021
1337	10/01/2021	Freeland Turk Engineering Group, LLC	01	01	5327	350.00	GN - Capital Improvement Plan 09/2021
1334	10/01/2021	Freeland Turk Engineering Group, LLC	02	06	7213	3,350.00	UT - Stearns Lift Station 09/2021
1335	10/01/2021	Freeland Turk Engineering Group, LLC	20	20	5327	8,420.30	GN - City Pond 09/2021
1336	10/01/2021	Freeland Turk Engineering Group, LLC	25	25	5327	262.50	GN - CRS Recertification 09/2021
1347	11/01/2021	Freeland Turk Engineering Group, LLC	01	01	5327	4,263.40	GN - General Engineering
1348	11/01/2021	Freeland Turk Engineering Group, LLC	30	06	5327	2,910.00	GN - Stearns Lift Station
1349	11/01/2021	Freeland Turk Engineering Group, LLC	30	20	5327	3,275.50	GN - Task order 5
1346	11/01/2021	Freeland Turk Engineering Group, LLC	30	50	5327	5,000.00	UT - Loan Oak Waterline Improvement
1369	12/03/2021	Freeland Turk Engineering Group, LLC	01	01	5312	4,715.90	GN - Development Plan Review

City of Sunset Valley
Vendor Activity
From 10/01/2021 Through 09/30/2022

Document Number	Effective Date	Vendor Name	Funding Source Code	Departments Code	General Ledger Code	Expenses	Transaction Description
1370	12/03/2021	Freeland Turk Engineering Group, LLC	01	01	5327	2,259.30	GN - General Engineering
1371	12/03/2021	Freeland Turk Engineering Group, LLC	30	06	7213	1,097.50	UT - Stearns Lift Station
1359	12/03/2021	Freeland Turk Engineering Group, LLC	30	14	5750	7,500.00	UT - Sunset Trail and Lone Oak Improvement
1374	12/03/2021	Freeland Turk Engineering Group, LLC	30	14	5750	1,923.40	UT - Creek Trail Improvement
1372	12/03/2021	Freeland Turk Engineering Group, LLC	30	20	5327	2,537.50	GN - City Pond
1373	12/03/2021	Freeland Turk Engineering Group, LLC	30	25	5761	880.00	UT - Lovegrass Water Quality Pond
1388	01/04/2022	Freeland Turk Engineering Group, LLC	01	01	5312	2,887.50	GN - Development Plan Review
1389	01/04/2022	Freeland Turk Engineering Group, LLC	01	01	5312	2,115.90	UT - General Engineering
1391	01/04/2022	Freeland Turk Engineering Group, LLC	30	02	5764	2,440.90	GN - City Facilities
1390	01/04/2022	Freeland Turk Engineering Group, LLC	30	06	7213	175.00	UT - Stearns Lift Station
1377	01/04/2022	Freeland Turk Engineering Group, LLC	30	14	5750	7,500.00	UT - Sunset Trail and Lone Oak Improvement

City of Sunset Valley
Vendor Activity
From 10/01/2021 Through 09/30/2022

Document Number	Effective Date	Vendor Name	Funding Source Code	Departments Code	General Ledger Code	Expenses	Transaction Description
1393	01/04/2022	Freeland Turk Engineering Group, LLC	30	14	5750	1,662.50	UT - Creek Trail Improvement
1392	01/04/2022	Freeland Turk Engineering Group, LLC	30	25	5761	1,750.00	UT - Lovegrass WQP
TCEQ Reimb.	01/27/2022	Freeland Turk Engineering Group, LLC	30	14	5750	500.00	GN - Lone Oak Turnaround
1409	02/02/2022	Freeland Turk Engineering Group, LLC	01	01	5330	4,194.40	GN - Plan Review
1410	02/02/2022	Freeland Turk Engineering Group, LLC	01	01	5330	2,006.90	GN - General Engineering
1398	02/02/2022	Freeland Turk Engineering Group, LLC	30	14	5750	18,500.00	UT - Sunset Trail & Lone Oak Imp
1411	02/02/2022	Freeland Turk Engineering Group, LLC	30	25	5761	1,137.50	UT - Lovegrass WQ Pond
1426	03/02/2022	Freeland Turk Engineering Group, LLC	01	01	5330	612.50	GN - General Engineering
1428	03/02/2022	Freeland Turk Engineering Group, LLC	20	20	7120	1,575.00	GN - City Pond
1427	03/02/2022	Freeland Turk Engineering Group, LLC	30	06	7213	2,056.60	UT - Sterns Lift Station
1429	03/02/2022	Freeland Turk Engineering Group, LLC	30	06	5758	5,137.10	UT - US 290 Sewer Repair

City of Sunset Valley
 Vendor Activity
 From 10/01/2021 Through 09/30/2022

Document Number	Effective Date	Vendor Name	Funding Source Code	Departments Code	General Ledger Code	Expenses	Transaction Description
1437	03/02/2022	Freeland Turk Engineering Group, LLC	30	50	5758	25,000.00	AP 03/18/2022
1425	03/05/2022	Freeland Turk Engineering Group, LLC	01	01	5330	5,075.00	GN - Development Plan Review
						140,840.50	Transaction Total
		Total Freeland Turk Engineering Group, LLC				140,840.50	
Report Opening/Current Balance							
Report Transaction Totals						140,840.50	
Report Current Balances							

ATTACHMENT B

Sunset Valley Status Doc			
JOB NAME	STATUS	NEXT STEP	KEY DOCUMENTS
Feb/Mar Beautification Scope			
Priorities w.o 3/28	> Work to map out and identify zones/areas of opportunities. Will develop an outline of the plan with distinguished thought-starters of opportunities per zone.	> Canales & Co to share Opportunity Map and plan recommendations at the next committee meeting on April 5	N/A
Budget/Burn	<p>Original Budget: \$6,280</p> <p>Current Burn as of 3.25: \$2,397.50</p> <p>Remaining Budget: \$3,882.50</p>	NA	
Brand/Campaign Scope			
Sunset Valley Strategy Articulation	Initial draft was presented this coming week for feedback and approval. Please let us know if any updates are needed.	Share final files to appropriate point of contact, 4/5	N/A
Pole Banners	Two additional pole banner campaigns in scope. To be briefed by SV. Possible coordination with media campaign 1 & 2 timing for peak shopping occasions.	Sunset Valley to brief Canales & Co. on campaign as needs become clear.	Client Brief Template
Campaign #1 - B2S	> We will develop a campaign approach and recommendations for Back to School	> Canales & Co to share Campaign #1 plan recommendations on April 5 at next committee meeting	Client Brief Template
Campaign #2 - Holiday?	<p>> Need to confirm occasion</p> <p>> Need to confirm media strategy & plan with White Hat</p>	Sunset Valley to brief Canales & Co. on campaign as needs become clear.	Client Brief Template
IMPORTANT DATES & INFORMATION			
<p>-- There is remaining Feb/March beautification budget (\$3,882.50) that we will roll over onto our April/May objectives.</p>			



ATTACHMENT C

Permits Issued Report

Issued dates: 3/1/2022 thru 3/31/2022

Project #	Issued Date	Expiration Date	Project Name	Address	Work Type
2022-44			19 Lovegrass Pool	19 Lovegrass, Sunset Valley 78745	Swimming Pool (R)
2022-45			25 Lone Oak Plumbing	25 Lone Oak, Sunset Valley 78745	Plumbing (R)
2022-46			25 Lone Oak Electrical Permit	25 Lone Oak, Sunset Valley 78745	Electrical (R)
2022-47			25 Lone Oak Mechanical Permit	25 Lone Oak, Sunset Valley 78745	Mechanical (R)
2022-48			Vibe Optometry	5601 Brodie, Sunset Valley 78745	Sign (C)
2022-49			Electrical to 19 Lovegrass	19 Lovegrass, Sunset Valley 78745	Electrical (R)
2022-53			Gas Test	5400 brodie, Sunset Valley 78745	Mechanical (C)
2022-55			11 Sunset Trail - Reroof on Home	11 Sunset Trail, Sunset Valley 78745	Remodel/Addition (R)
2022-56			4715 Demolition Work Only	4715 US 290, WellMed	Demolition (C)
2022-57			4715 WellMed Construction	4715 S. Lamar, 4715 US 290/WellMed 78745	New Construction (C)
2022-58			4800 W. US 290 - Townbridge Office Site Plan	4800 W. US 290, Sunset Valley 78745	New Construction (C)



Permits Issued Report

Issued dates: 3/1/2022 thru 3/31/2022

Project Fee	Project Status	Status Last Updated
\$810.00	Permit Issued	3/31/2022
\$327.50	Permit Issued	3/22/2022
\$267.50	Permit Issued	3/22/2022
\$267.50	Permit Issued	3/22/2022
\$262.50	Permit Issued	3/30/2022
\$415.00	Permit Issued	3/21/2022
\$172.50	Permit Issued	3/24/2022
\$210.00	Permit Issued	3/31/2022
\$1312.50	Permit Issued	3/31/2022
\$5885.75	Permit Issued	3/29/2022
\$9501.30	Pending Payment	3/30/2022



Permits Issued Report

Issued dates: 3/1/2022 thru 3/31/2022



Permits Issued Report

Issued dates: 3/1/2022 thru 3/31/2022

Report Recap

Project Type	# of projects	Total Fees
Swimming Pool (R)	1	\$810.00
Plumbing (R)	1	\$327.50
Electrical (R)	2	\$682.50
Mechanical (R)	1	\$267.50
Sign (C)	1	\$262.50
Mechanical (C)	1	\$172.50
Remodel/Addition (R)	1	\$210.00
Demolition (C)	1	\$1312.50
New Construction (C)	2	\$15387.05
TOTAL	11	\$19432.05

Public Works Report

April 5th, 2022

Carolyn Meredith, Public Works Director



Welcome to Public Works Superintendent Dakota Burns.

Household Hazardous Waste Pickup April 12th.

Projects Ongoing
or Planned

Projects

- CIP- [visit CIP webpage](#)
- Violet Crown Trail- Trail clearing has been completed. Project is underway.

Water

- Austin Water Contract-Continued discussion with Austin Water.
- Valve Maintenance Schedule
- Backflow Weather Protection-See CIP.
- Hydrant testing
- Training Schedule for AMI
- Leak investigation

Wastewater

- Generator purchase proposal presented to Budget and Finance.

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-Project kicked off.
- Yellowtail Pond Trail-Drainage repaired, trail work will continue.
- Trail work at Valley Creek Park.

Drainage and Water Quality

- Water Quality Pond Maintenance RFB
- Repairs to City Hall Pond Fountain

Facilities

- Emergency Power at PW/CH
- City Hall Repairs and AV integration
- Repairs to City Hall Irrigation System by by Chasco

Planning

- Comprehensive Plan Updates-Council Agenda Item
- Land Development Code RFQ issued
- Website Updates
- Adventure Build Planning

Training and Education

- Testing for Class C water license for Rolando, Class D for Zachary and Sam, and Wastewater Collection for Carolyn and Duncan.

Completed
Maintenance Items

- Lift Station Cleaned
- General City Maintenance
- Daily Samples
- Line Locates
- Community Garden Clean Up
- Sewer line maintenance on HWY 290
- Vehicle and Equipment Maintenance
- Quarterly nitrate/nitrite sampling and equipment calibration

	<ul style="list-style-type: none"> • Backflows tested
Utility Project Assistance – Oversight	<ul style="list-style-type: none"> •
Resident Information Requests	<ul style="list-style-type: none"> • Development Requests
Meetings	<ul style="list-style-type: none"> • Planning and Environmental Committee
Upcoming Topics for Agenda or Discussion	Surplus material disposal

Public Safety Report

City Council Meeting 4.5.2022



Council Information Requests	N/A
Projects Ongoing or Planned (See project planning sheet)	<ul style="list-style-type: none">• Citywide Security Cameras: W/B 290 camera scheduled to be installed week of 4/11/2022• Texas Police Chiefs Best Practices Recognition Program• Emergency Exercise Tabletop 10/2022• Emergency Operations Purchases• RFP for Facility Security• 290 W/B cleanup two dates in May• SVPD selected as Outstanding Law Enforcement Team of 2021 by 100 Club of Central Texas (Will receive honor at Luncheon 5/5/2022)
Issues	<ul style="list-style-type: none">• Illegal camping• Trail patrols

	<ul style="list-style-type: none"> • Unrestrained animals
Resident Information Requests	3/25/2022 Resident discussed theft of No Parking sign on Pillow Rd at 3/22/3022 Council meeting. CM Carmona and staff reviewed history, discussed situation, with resident and conducted field visit. Unable to corroborate complaint.
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: APRIL 5, 2022



CITY COUNCIL AGENDA ITEM #5

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

COUNCIL SPONSOR: Mayor Bruner/Administration

SUBJECT: MINUTES

DESCRIPTION: Consider and act on approval of the minutes from the March 22, 2022 regular meeting and work session.

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 3-22-2022



**MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, MARCH 22, 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
Matt Lingafelter, City Secretary
Barbara Boulware-Wells, City Attorney
Duncan Moore, A/V Technician

1. Call to order of the City Council.

- Mayor Bruner called the meeting to order at 6:05 P.M.

2. Citizen/Public Communication:

- Danny Horrigan

3. Staff Reports

- Sylvia Carrillo gave the Administration Report
 - Question from Council Member Rosengarten on the Board of Adjustment meeting, which was postponed to April 13th
 - Question from Mayor Pro tem Carmona on accessing agendas and documents that were not migrated to the new website
- Carolyn Meredith, Public Works Director, delivered the Public Works Report
 - Question from Council Member Rosengarten on the portable generator; primary function to serve at the Lift Station
 - Update on the new Public Works Superintendent
- Chief Carter delivered the Public Safety Report
 - Question and comments from Mayor Pro tem Carmona on the off-leash area behind City Hall

4. Council consideration of agenda items for approval on consent

Council Member Rosengarten made a motion to approve Agenda Items #5, with corrections, 6 and 7 on consent, seconded by Council Member Reetz. 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 March 8, 2022 regular meeting. Agenda Item Approved on Consent**
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) Agenda Item Approved on Consent**
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) Agenda Item Approved on Consent**

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)**
 - Mayor Bruner and staff introduced this agenda item
 - Discussion amongst the Council Members
 - Reservations from Mayor Pro tem Carmona on implementing this change for every Committee
 - Staff directed to bring this change back at a future agenda, with the process for implementation with the current Committees
9. **Presentation, discussion and possible staff direction on Agenda and Packet codification. (Mayor Bruner/Administration)**
 - Comments from Barbara Boulware-Wells, City Attorney
 - Comments from the Mayor and the City Administrator
 - Council Members and staff discussed agenda preparation
 - Citizen Comment:
 - Melissa Gonzales
 - Staff directed to work with the Mayor on an agenda scheduler, and any other proposed amendments to agenda packet preparation
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)**
 - Mayor Bruner introduced the agenda item
 - Comments from the City Attorney

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

- Council Discussion with the City Attorney and staff
- City Attorney directed to provide a report with more details and recommendations to Council
- Citizen Comment:
 - Melissa Gonzales

11. **Adjourn.**

Mayor Pro tem Carmona made a motion to adjourn, seconded by Council Member Litchfield. All voted in favor and the meeting adjourned at 7:48

DRAFT



**MINUTES OF A WORK SESSION
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, MARCH 22, 2022
5:00 P.M. – 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
Matt Lingafelter, City Secretary
Barbara Boulware-Wells, City Attorney
Suzanna Fleegal, Accounting Manager
Duncan Moore, A/V Technician

1. Call to order of the City Council.

Mayor Bruner called the Work Session to order at 5:00 P.M.

Mayor Bruner made comments on the Work Session format and function.

2. Citizen/Public Communication:

- Melissa Gonzales

3. Council will discuss the following items, but take no action:

- A. **Budget Amendment Process and related Financial Policies**
- B. **Council Retreat Follow-up**

Mayor Bruner introduced the Work Session topics.

Sylvia Carrillo made comments regarding the budget process. Comments from Mayor Pro tem Carmona.

Comments and discussion amongst Council and staff on the CIP and other Engineering topics.

4. Directive to the City Administrator by the Mayor regarding follow-up work products for a future Council Agenda.

Mayor Bruner would like a future work session to discuss staffing needs.

Mayor Bruner asked staff to present the Purchase Order work flow process chart, and a preview of the monthly reports.

Mayor Bruner gave staff direction to work on feasibility (with all stakeholders) on the Upper Cougar Creek project, as well as City Hall as a community center.

5. **Adjourn**

Mayor Bruner adjourned the Work Session at 5:58 P.M.

DRAFT

CITY COUNCIL MEETING DATE: APRIL 5, 2022



CITY COUNCIL AGENDA ITEM #6

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

COUNCIL SPONSOR: Mayor Bruner/Administration

SUBJECT: COUNCIL MEETINGS

DESCRIPTION: Consider and act on cancelling the July 5, 2022 City Council regular meeting.

BACKGROUND: The first regular meeting date for the City Council in July 2022 falls the day after the July 4th holiday. Staff is proposing eliminating this meeting date, giving Council a “summer break” which has been done in past years.

Chapter 30.01 indicates that “the day fixed for any regular meeting of the Council may be cancelled or rescheduled at the discretion of the Council.”

APPLICABLE CODE SECTIONS: [CHAPTER 30.01](#)

FUNDING: N/A

STAFF RECOMMENDATION: APPROVE

SUPPORTING MATERIALS PROVIDED: NO

CITY COUNCIL MEETING DATE: APRIL 5, 2022



CITY COUNCIL AGENDA ITEM #7

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

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: COMMISSION & BOARD ASSIGNMENTS

DESCRIPTION: Consider and act on appointing Barbara Wilson as a regular member of the Arts Commission and an alternate member on the Board of Adjustment.

BACKGROUND: Barbara Wilson, former Mayor, Council Member, and member of several other City Committees, has applied to be a regular member of the Arts Commission, and an alternate member of the Board of Adjustment. In February, Carla Jenkins resigned from the Arts Commission, so Barbara's appointment would be filling that vacant spot.

In March, a Board of Adjustment meeting and public hearing had to be postponed due to a lack of quorum. In the past, it has always been helpful to have alternate members on the Board of Adjustment to fill in when a regular member cannot attend. Several previous members to the Board were approached, but they either were not able or no longer lived in the city. Staff believes that Barbara's experience with the city as both a former Mayor and Council Member gives her the experience to serve on the Board.

No member of a standing committee may serve on either the Board or the Zoning Commission, however, that rule does not apply to members of the Arts Commission.

APPLICABLE CODE SECTIONS: [Section 31.35 Arts Commission](#), [150.046 BOA Members](#)

FUNDING: N/A

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES – PROPOSED COMMITTEE LIST

FY 2022 COMMITTEE LIST

COMMITTEE	MEMBER
Arts Commission	Karen Medicus, Chair
Arts Commission	Sasha Russell, Vice Chair
Arts Commission	John Frick
Arts Commission	Myles Fox
Arts Commission	Joe Hutson
Arts Commission	Ruth Pifer-Hutson
Arts Commission	Julie Kestner
Arts Commission	Barbara Wilson
Arts Commission	James Hart, alternate
Zoning Commission	Robert Skewis, Chair
Zoning Commission	Miguel Huerta, Vice Chair
Zoning Commission	Brant Boozer
Zoning Commission	John Frick
Zoning Commission	Robert Reetz
Zoning Commission	Russell Harding, alternate
Board of Adjustment	Tom Cedel, Chair
Board of Adjustment	Susan Durso, Vice Chair
Board of Adjustment	Sandy Cox
Board of Adjustment	Richard Hayes
Board of Adjustment	Walt Jenkins
Board of Adjustment	Barbara Wilson, alternate
Budget & Finance	Charles Young, Chair
Budget & Finance	Ariel Cloud, Vice Chair
Budget & Finance	Terry Cowan
Budget & Finance	Jose Flores
Budget & Finance	Shakthi Shrima
Community & Econ. Development	Clayton Stice, Chair
Community & Econ. Development	Horacio Zambrana, Vice Chair
Community & Econ. Development	Penny Cedel
Community & Econ. Development	Lauren Alexander-Labahn
Community & Econ. Development	Mickie Powers
Community & Econ. Development	John Kestner
Community & Econ. Development	Jennie Lou Leeder

FY 2022 COMMITTEE LIST

COMMITTEE	MEMBER
Planning and Environmental	Zoe Trieff, Chair
Planning and Environmental	Katherine Johnson, Vice Chair
Planning and Environmental	Dawn Dickson
Planning and Environmental	Helen Besse
Planning and Environmental	Karen Medicus
Planning and Environmental	Lisa Versaci
Planning and Environmental	Melissa Gonzales
Planning and Environmental	Jennie Lou Leeder
Public Safety	Joe Koizen, Chair
Public Safety	Art Williams, Vice Chair
Public Safety	Ian Kasnoff
Public Safety	Jeff Burdett
Public Safety	John Kestner
Public Safety	Joseph Labahn
Public Safety	Michael Moore
Public Safety	Roberta Grimes
Public Safety	Ruth Dawson
Public Works	Randy Rosengarten, Chair
Public Works	Randy Machemehl, Vice Chair
Public Works	Ken Schroeder
Public Works	Melissa Gonzales
Public Works	Richard Leigh

CITY COUNCIL MEETING DATE: APRIL 5, 2022



CITY COUNCIL AGENDA ITEM #8

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director
cmeredith@sunsetvalley.org

COUNCIL SPONSOR: Councilmember Litchfield (jlitchfield@sunsetvalley.org)

SUBJECT: COMPREHENSIVE PLAN

DESCRIPTION: Presentation, discussion, and possible staff direction on the Comprehensive Plan updates, as recommended by the Planning & Environmental Committee.

BACKGROUND: The Planning and Environmental Committee has completed revisions to the comprehensive plan. The committee would like the plan to be presented for additional public feedback and review, including town hall meetings. The committee has recommended the following:

The following timeline is recommended for finalizing the Comprehensive Plan:

- *April 5th, presentation on status to City Council including recommendation for Town Hall meeting for additional community input.*
- *Mid-April to Mid-May-Town Hall Meetings. Including future land use map.*
- *Post comprehensive plan online with comments allowed through open town hall. Posted as a News story on the website. Icontact message sent to all residents.*
- *Email to all committees and commission regarding the plan.*
- *Deadline for final draft will be the end of May.*
- *Council adoption on June 21st meeting.*

Dawn motioned; Karen seconded. All in favor.

The local government code requires certain actions for adoption of a comprehensive plan. The following schedule is recommended to include the recommendations by the Planning and Environmental Committee as well as the requirements by state law:

- April 5th-Council Introduction to Plan
- April 6th-news story on the website and Open Town Hall go live for public input.

- April 25th- Town Hall Meeting 6:00-7:30
- May 17th- City Council Public Hearing
- May 21st-Citizen input at Public Works Open House
- May 25th Zoning Hearing Presentation
- Planning and Environmental Review at the end of May
- City Council Possible Adoption June 21st

APPLICABLE CODE SECTIONS: [Chapter 213 Texas Local Government Code](#)

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: [COMPREHENSIVE PLAN STORY PAGE](#)

CITY COUNCIL MEETING DATE: APRIL 5, 2022



CITY COUNCIL AGENDA ITEM #9

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

COUNCIL SPONSOR: Rudi Rosengarten rosengarten@sunsetvalley.org

SUBJECT: ADMINISTRATION / PARKS AND OPEN SPACE

DESCRIPTION: Presentation, discussion, and possible staff direction on parking signage for the trailheads at the Meadows and on Oakdale Drive.

BACKGROUND: No parking signs were [discussed to be installed on Lone Oak](#) at the trail. As a compromise to residents who may be adversely affected, a “Parking for this Trail is at City Hall” were installed. The sign however, is a “suggestive” sign and not enforceable because it is not tied to an ordinance that would allow for a parking citation or warning to be issued. When discussing with the Chief of Police, there have been few instances where a complaint was made and folks have refused to leave, with most leaving the area when informed about available parking at City Hall.

A similar issue has arisen on Oakdale at the start of that trail.

The discussion for this item is, “Is it time for “No Parking Here” signs or do we continue to monitor the situation as best we can using Police to help enforce when possible?”

APPLICABLE SECTIONS OF CODE: Traffic Code

FUNDING: N/A

STAFF RECOMMENDATION: N/A

SUPPORTING MATERIALS PROVIDED: No