



**NOTICE OF A WORK SESSION
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, APRIL 5, 2022
5:00 P.M. – 6:00 P.M.**

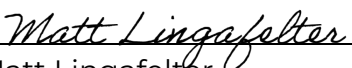
In accordance with the Open Meetings Act, Chapter 551 of the Government Code of Texas, notice is hereby given to all interested persons that the Sunset Valley City Council will hold a Work Session at 5:00 P.M. on Tuesday, April 5, 2022 in the City Council Chambers, 3205 Jones Road, Sunset Valley, Texas, for the following purposes:

1. Call to order of the City Council
2. Citizen/Public Communication (Limited to 3 minutes)
3. Council will discuss the following items, but take no action:
 - A. Staffing needs
 - B. Development Process review
4. Directive to the City Administrator by the Mayor regarding follow-up work products for a future Council Agenda.
5. Adjourn

Remote Participation Notice

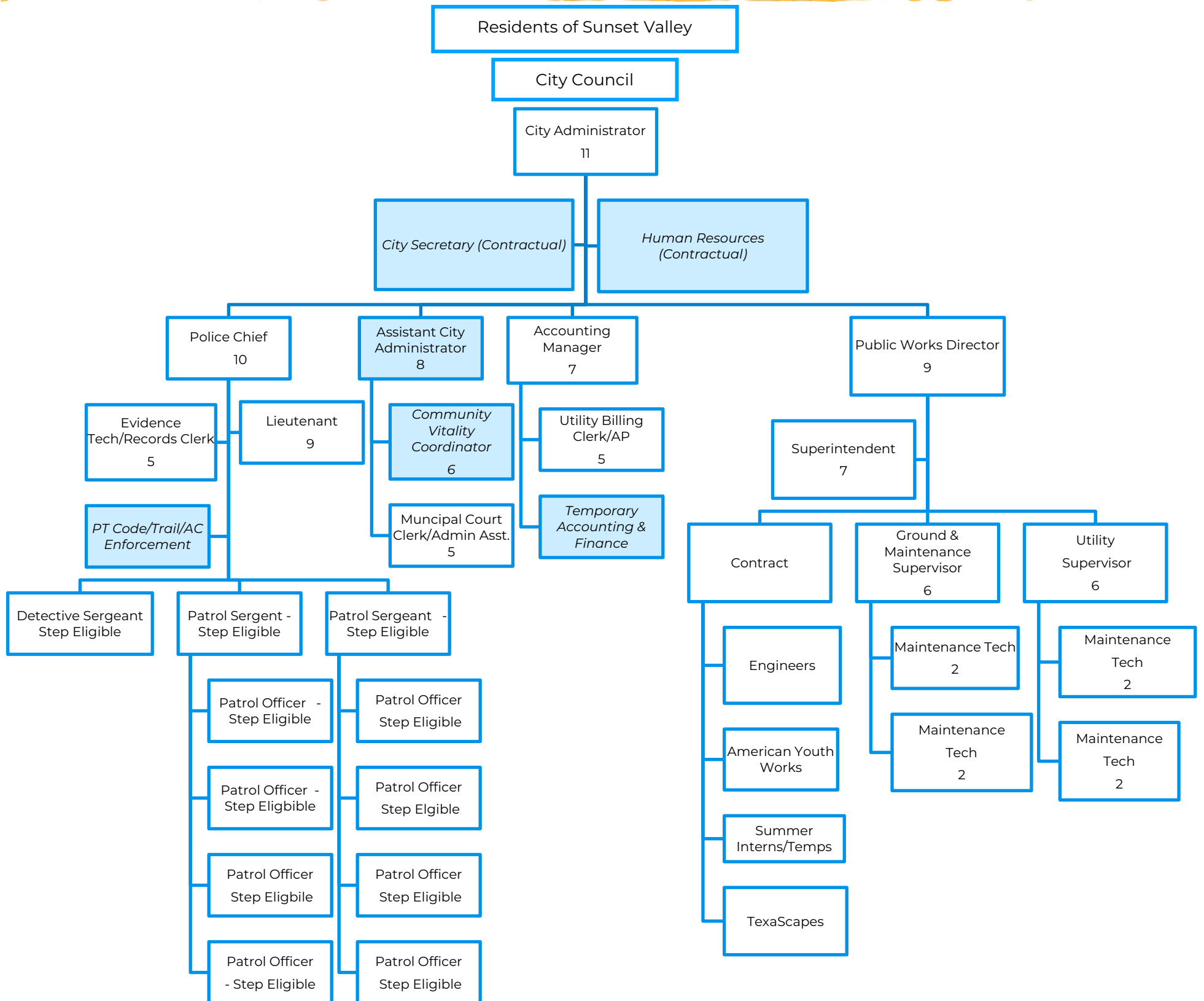
AT THIS MEETING AT THE STATED LOCATION, A QUORUM OF THE CITY COUNCIL WILL BE PHYSICALLY PRESENT AND THIS NOTICE SPECIFIES THE INTENT TO HAVE A QUORUM PRESENT THERE, AND THE MEMBER OF THE CITY COUNCIL PRESIDING OVER THE MEETING WILL BE PHYSICALLY PRESENT AT THAT LOCATION. ONE OR MORE MEMBERS OF THE CITY 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 5:00 P.M.


Matt Lingafelter
City Secretary

THE PROPOSED ORGANIZATIONAL CHART

FY 2023





COMMUNITY VITALITY COORDINATOR

Department: Administration FLSA Status: Non-Exempt Pay Grade: 6

Reports To: Assistant City Administrator

Approved Date:

GENERAL STATEMENT OF THE POSITION

Under general supervision, the Community Vitality Coordinator serves as a resource and liaison for residents, businesses, and visitors by facilitating the development and achievement of problem solving including but not limited to building civic partnerships between City Departments, community businesses, residential neighborhoods, and visitors to the City. The Community Vitality Coordinator is responsible for ensuring a vibrant strategy of on-going community engagement and activity with all City stakeholders.

Specific Duties and Responsibilities

Essential Functions

- Develops and maintains neighborhood engagement strategy and implementation plan:
 - Seek to open dialogue, create communication networks, and build relationships with the community.
 - Create greater involvement and improved communication between the City and its constituency that not only builds more support for government policy, process, and initiatives, but builds more supportive service to the community at large.

- Directs community engagement outreach efforts including but not limited to monthly newsletters and website updates.
 - Establish and maintain ways to directly engage residents.
- Creates and nurtures City connection to community stakeholders through regular interaction, relationship building and follow-through:
 - Actively participate in the planning, promotion, and implementation of City initiatives, programs, services, and events.
 - Listen and identify community needs and reflect those needs to the City Departments.
 - Collaborate effectively with all City Departments.
 - Plans, prepares, and schedules community and resident meetings.
 - Participates in community events.
 - Staff liaison to both the Community & Economic Development Committee and the Arts Commission
- Serve as the main Point of Contact (POC) to increase participation/volunteerism and support through individuals and businesses that wish to become more active in the City's Initiatives:
 - Facilitate volunteer recruitment for City committees, boards, and commissions.
 - Facilitate volunteer opportunities for groups within the City such as Neighborhood Watch and Sunset Valley Nature Watch, as well as other organizations outside of the City to help with projects throughout the City.
 - Coordinate and train volunteers for events.
 - Participates in volunteer projects.
- Represents the City and coordinates ongoing relationships between the City and residents, in the development of strategies to assist with planning and implementing projects that impact the community, as well as address resident needs and concerns.
 - Participates in developing options for resolutions of community or neighborhood problems. Implements programs to address neighborhood and community issues.
 - Facilitates involvement of City staff in neighborhood and community building efforts.
 - Identifies City and other resources which can be used in problem solving resident, business, and visitor issues.

- Participates and facilitates code enforcement throughout the City.
- Provide coordination and support for engagement with the local retail community.
 - Visit all Sunset Valley business owners and get to know them and their challenges
 - Establish ongoing communications with retailers and invite them to participate in local promotions, events, and retail round tables
 - Work toward the unified promotion of Sunset Valley throughout the retail community (address corrections, use of hashtags, geo-tagging, use of official branded materials, etc.)
 - Present the SV retail pitch deck to property managers and owners and discuss vision and future of SV retail with them. Establish a shared understanding of vision/direction and work with them to move toward implementation and participation (while also understanding their issues, limitations, and goals)
 - Conduct quarterly retail round table meetings with local retailers to keep them up to date and show them the next season's media plans/campaigns/materials and other upcoming opportunities
 - Oversee and plan an annual Sunset Valley new business event/summit—help identify potential new business targets, plan event, oversee agenda, confirm speakers, coordinate with venue
 - Keep an up-to-date database of current retailers and their contact information
 - Inform various parties (city staff, committees, department leads) of changes in the retail community and updating various marketing materials, store maps and directories accordingly
 - Work with leasing agents to identify event opportunities in vacant spaces and create a program to brand empty spaces using SV branded attributes and benefits
 - Work with leasing agents and property owners to consider improvements to façades, walkability, gathering spaces that align with overall SV goals
 - Work with leasing agents and property owners by presenting them with data, media reports and other pro-retail programs and insights gleaned from city funded campaigns, programs, etc.
- Performs other duties as assigned, including receptionist and other administrative assistance duties.

Minimum Requirements

- Bachelors degree in Public Relations, Public Administration, Journalism, Marketing or closely related field.
- Three years previous experience in community outreach, local government, corporate communications, or other related environment that includes public relations, communications, journalism, or marketing.
- Proficiency in Microsoft Office suite.
- Valid Driver's License.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit and talk or hear. The employee is frequently required to stand. The employee is regularly required to reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and color vision.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the general public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules or procedures.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

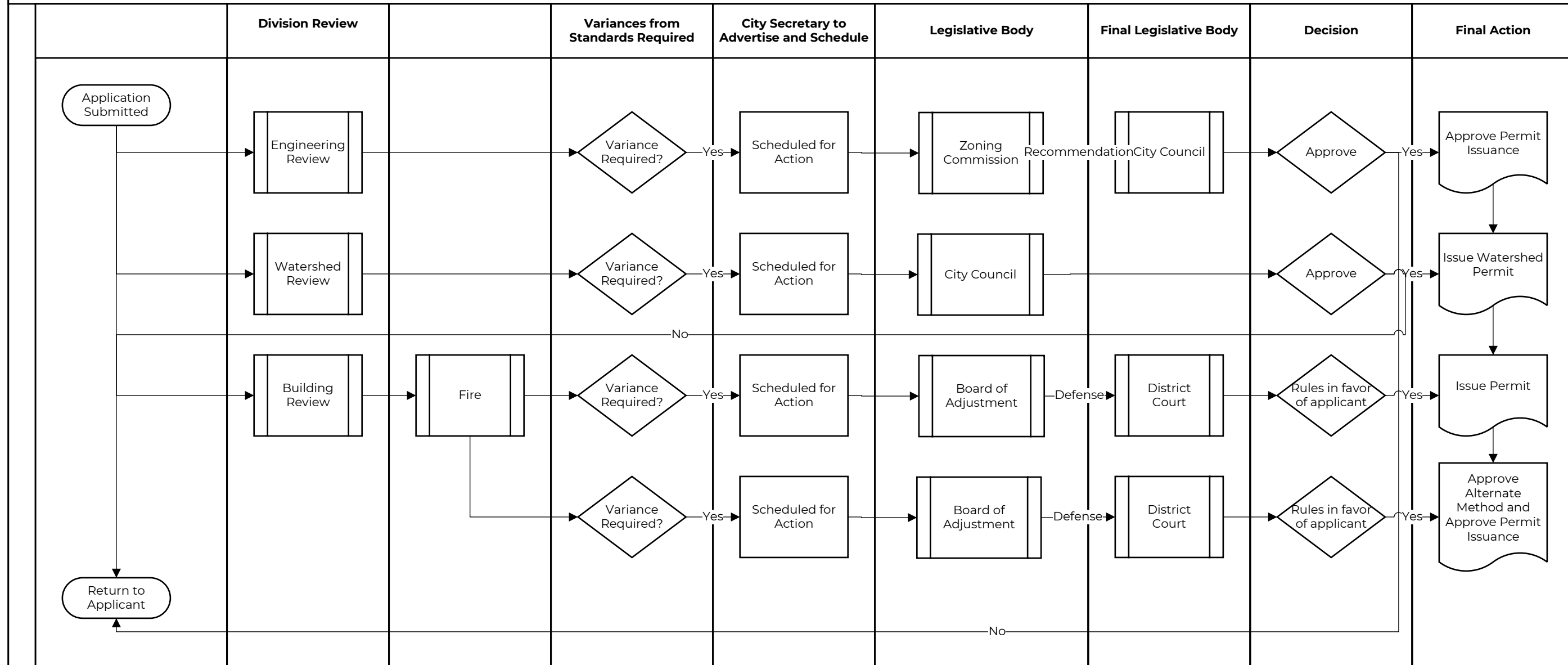
To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but can be noisy as the employee spends a significant amount of time outside the office working on job sites.

Existing Development Process



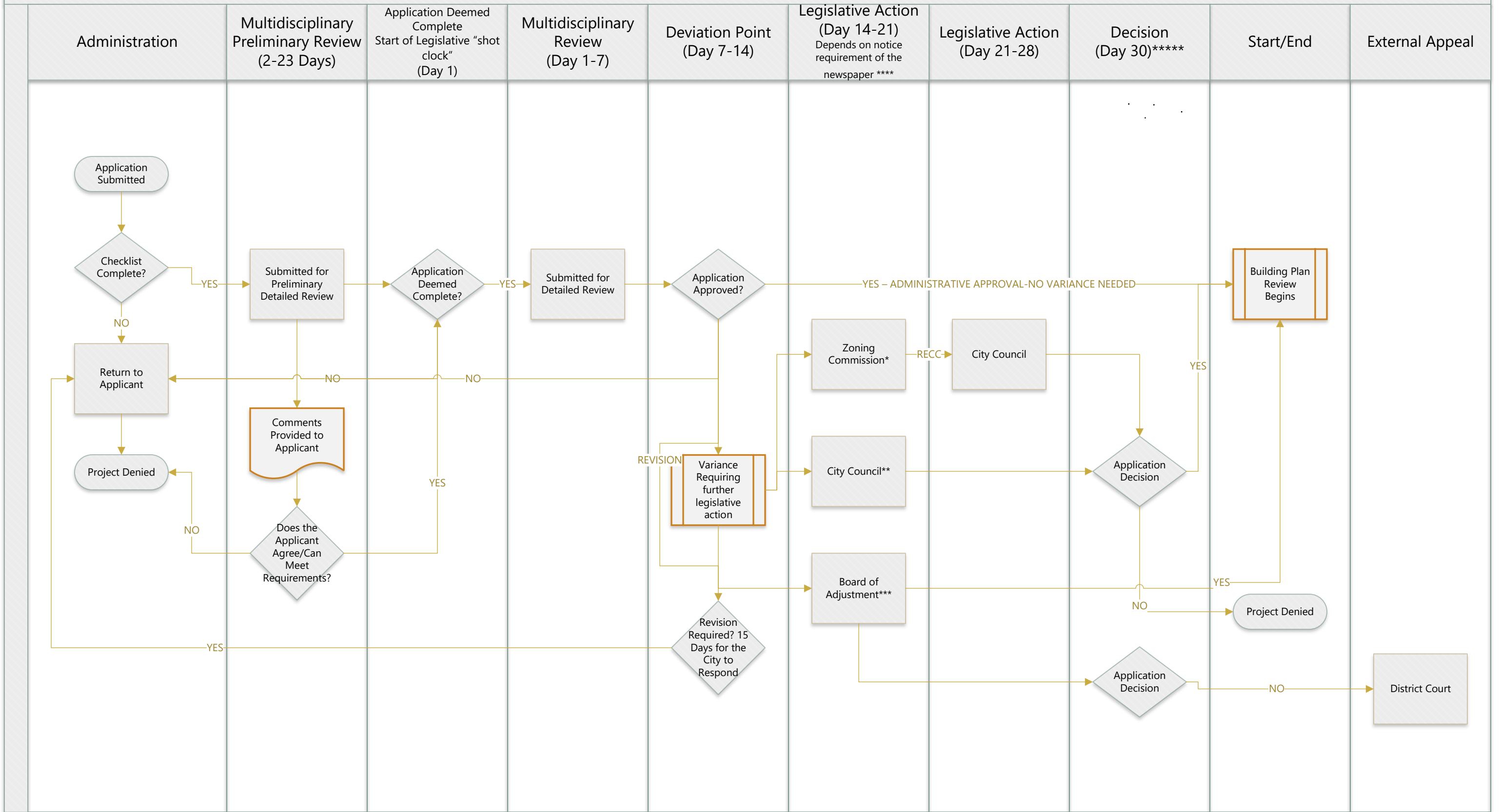
Issue: All applications are accepted into the system with no checklist or review prior to entering the review cycle.

Issue: All applications are processed resulting in only partial approval and creating changes to other approved sections resulting in a disjointed approach to development.

Issue: Costly expense for 3rd party engineering review, Customer costs and staff time.

Issue: Does not meet Local Government Code Chapter 212 "Shot clock"

Proposed Development Process - Site Plan Review (Prior to Building Permit Submittal)



*Zoning Commission – Will hear Special Use Permit and other land use items

** City Council will hear the recommendation from the Zoning Commission as well as directly hear the variance request to Impervious Cover (no other board hears this request type)

*** Board of Adjustment will hear encroachment and alternative methods not allowed by code and other code interpretations by the Building Official/ City Administrator. These appeal directly to District Court and not to City Council.

**** Applicant must agree to alternate posting date if the newspaper cannot meet the publication date.

***** If the application is not acted on, the application is considered administratively approved as submitted