



**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

Marc Bruner
Mayor

Attest:

Matt Lingafelter
City Secretary

Minutes approved on April 5, 2022



**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.

Marc Bruner
Mayor

Attest:

Matt Lingafelter
City Secretary

Minutes approved on April 5, 2022