



**NOTICE OF A REGULAR MEETING
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, MAY 3, 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
Matt Lingafelter, City Secretary
Carolyn Meredith, Public Works Director
Lenn Carter, Chief of Police
Suzanna Fleegal, Accounting Manager
Barbara Boulware-Wells, Attorney
Duncan Moore, A/V Technician

1. Call to order of the City Council.

Mayor Bruner called the meeting to order at 6:08 P.M.

Statement by Mayor Bruner on an Executive Session Item from the April 19th meeting regarding a real estate offer.

2. Citizen/Public Communication:

- Melissa Gonzales
- Question from Council Member Johnson for legal

3. Staff Reports

- A. Sylvia Carrillo delivered the Administrative Report
 - o Suzanna Fleegal delivered the Professional Fees Budget Report
 - Questions from Council Members
- B. Carolyn Meredith, Public Works Director, delivered the Public Works Report
 - o Statement from Council Member Rosengarten on mosquitos between the Village Shopping Center and Lovegrass Lane
 - o Statement from Council Member Johnson on ARTFEST and the Adventure Build; additional statement from Council Member Rosengarten
- C. Chief Carter delivered the Public Safety Report

4. Council consideration of agenda items for approval on consent

Council Member Rosengarten made a motion to approve Agenda Items #5, with

corrections, 6, 7, 8, 9, and 10, 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 April 19, 2022 regular meeting and work session. Agenda Item Approved on Consent**
6. **Consider and act on approval of an Ordinance amending Chapter 31 aligning Standing Committee appointments with the fiscal year. (Mayor Bruner/Administration) Agenda Item Approved on Consent**
7. **Consider and act on approval of a Temporary Special Use Permit for Academy Sports & Outdoors to hold a customer appreciation event in the parking lot of 5400 Brodie Lane on Saturday, May 14, 2022. (Mayor Bruner/Administration) Agenda Item Approved on Consent**
8. **Consider and act on approval of a contract with Entech, in an amount not to exceed \$62,139, for Surveillance and Access Control Systems. (Council Member Johnson/Public Safety) Agenda Item Approved on Consent**
9. **Consider and act on award of contract to H3LRS, LLC dba Divided Water Solutions for water quality pond repair and maintenance. (Mayor Pro tem Carmona/Public Works) Agenda Item Approved on Consent**
10. **Consider and act on approval of the Request for Bids for Public Works Reception Area Enclosure. (Mayor Bruner/Public Safety/Public Works) Agenda Item Approved on Consent**
11. **Consider and act on approval of re-issuing a watershed development variance at 4400 Stearns Lane. (Mayor Bruner/Administration)**
 - Overview by Carolyn Meredith, Public Works Director
 - Mayor Pro tem Carmona asked to see the Connect GIS Map for the City
 - Council Member Rosengarten asked questions to the applicant, Amy Hageman, regarding their property
 - Additional questions from Mayor Pro tem Carmona
 - Becky Jeanes, Engineer for the applicants, addressed the Council

Council Member Rosengarten made a motion to approve the watershed development variance, as previously approved, with the five findings and the improvements as presented, seconded by Council Member Reetz.

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

Mayor Pro tem Carmona voted no
Council Member Litchfield voted no

With three votes in favor, the motion carried.

Presentation Items for Discussion and Possible Action

12. Public Hearing to consider a request to amend the Land Development Code, creating Sections 150.118-150.129 for Short-term Rental Registration regulations under Zoning – Land Use – TIME CERTAIN 7:00 P.M.

- Mayor Bruner opened the Public Hearing at 7:09 P.M.
- Staff Presentation
- Statements from Legal
- Discussion by City Council Members on the proposed regulations
- Staff made notes on corrections, deletions, and additions to the proposed regulations
- Mayor Bruner closed Public Hearing at 8:09 P.M.

13. Consider and act on approval of an Ordinance amending the Land Development Code, creating Sections 150.118-150.129 for Short-term Rental Registration regulations under Zoning – Land Use. (Mayor Bruner/Administration)

Staff was directed to bring back this agenda item with corrections and additions from Council, bring back fee schedules from surrounding cities, and potential owner-occupied versus non-owner-occupied registrants.

14. Adjourn

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

Council convened into Executive Session at 8:33 P.M.

Council reconvened into Open Session at 8:58 P.M and took no action.

Mayor Bruner clarified that the Council convened into Executive Session under Section 551.074 of the Texas Local Government Code.

Council Member Litchfield made a motion to adjourn, seconded by Council Member Reetz. All voted in favor, and the meeting adjourned at 8:59 P.M.

Marc Bruner
Mayor

Attest:

Matt Lingafelter
City Secretary

Minutes approved on May 17, 2022



**NOTICE OF A WORK SESSION
OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
TUESDAY, MAY 3, 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
Matt Lingafelter, City Secretary
Carolyn Meredith, Public Works Director
Lenn Carter, Chief of Police
Suzanna Fleegal, Accounting Manager
Barbara Boulware-Wells, Attorney

1. Call to order of the City Council

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

2. Citizen/Public Communication (Limited to 3 minutes):

- Helen Besse
- Melissa Gonzales

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

- A. Review of the proposed Organizational Chart, including the Assistant City Administrator, Community Vitality Coordinator, and Code/Trail Enforcement Officer positions, and associated costs of employment (computer, etc)**
- B. Review of a City Secretary contractual position**
- C. Direction to the Budget & Finance Committee to review costs and make recommendations related to:**
 - i. A part time Accountant**
 - ii. Removing the TexaScapes contract and replacing it with in-house staff**

Introduction by the Mayor, and presentation by the City Administrator.

Discussion amongst the Mayor, Council Members, and city staff on staffing.

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

Bring back Assistant City Administrator position, with direction for the City Secretary role, assessing Community Vitality Coordinator, including title name

and job duties, and the Code Enforcement Officer position to a future Agenda.

Refer part-time financial assistance as well as bringing TexaScapes contract in-house to the Budget and Finance Committee.

5. Adjourn

Mayor Bruner closed the Work Session at 5:59 P.M.

Marc Bruner
Mayor

Attest:

Matt Lingafelter
City Secretary

Minutes approved on May 17, 2022