



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL  
OF THE CITY OF SUNSET VALLEY, TEXAS  
MARCH 16, 2021  
**6:00 P.M.**

This meeting was held virtually at: <https://attendee.gototraining.com/r/3032224784550542082>  
Training ID: 779-855-644

**COUNCIL MEMBERS PRESENT**

Marc Bruner, Mayor  
Karen Medicus, Mayor Pro tem  
Council Member Alfonso Carmona  
Council Member Rob Johnson  
Council Member Wanda Reetz  
Council Member Rudi Rosengarten

**STAFF PRESENT**

Sylvia Carrillo, City Administrator  
Matt Lingafelter, City Secretary  
Lenn Carter, Chief of Police  
J. Horry, Public Works Director  
Carolyn Meredith, Parks & Natural Resources Manager  
Suzanna Fleegal, Accountant  
Barbara Boulware-Wells, City Attorney

**1. Call to order of the City Council.**

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

**2. Citizen/Public Communication:**

- None

**3. Staff Reports:**

- Sylvia Carrillo, City Administrator, delivered the Administrative Report and highlighted several items.
  - Comments and questions from Council Member Carmona
- Chief Carter delivered the Public Safety Report
  - Austin Public Health's COVID-19 vaccine distribution at Burger Center
- J. Horry, Public Works Director, delivered the Public Works Report, and highlighted follow-up activities following the February winter storm event
  - Comments and questions from Council Member Reetz regarding the Community Wildfire Protection Plan
    - Citizen Comment from Melissa Gonzales regarding the City's emergency notification systems

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

Council Member Rosengarten made a motion to approve Agenda Items #5, 7, 8, 9, 10, 13 and 14 on consent, seconded by Mayor Pro tem Medicus. All voted in favor and the motion

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carried.

***Items Which May Be Considered and Acted on Consent***

- 5. **Consider and act on approval of the minutes from the March 2, 2021 Regular Meeting. (Mayor Bruner/Administration) – *Item Approved on Consent***
- 6. **Consider and act on Emergency Order following requirements set forth by Travis County. (Mayor Bruner/Administration)**
  - Mayor Bruner introduced this agenda item.
  - Question from Council Member Rosengarten regarding legality of the order as presented.
    - Comments from Barbara Boulware-Wells, City Attorney

Council Member Rosengarten made a motion to table the agenda item until after March 26, 2021. The motion died for a lack of a second.

- Additional questions and discussion between the Council and the City Attorney

Mayor Pro tem Medicus made a motion to approve the Emergency Order following requirements set forth by Travis County, seconded by Council Member Carmona.

- Continued comments from the City Council and the Mayor
- Citizen Comments:
  - Charles Goyette
  - Melissa Gonzales
  - Anezka Carmona
- Additional Council discussion

Mayor Pro tem Medicus called the motion, seconded by Council Member Reetz. The motion failed with a 3-2 vote:

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

Council Member Johnson made a motion to end debate on the motion, seconded by Council Member Reetz. All voted in favor and the motion carried.

On the motion by Mayor Pro tem Medicus, and seconded by Council Member Carmona, to approve the Emergency Order following requirements set forth by Travis County. The motion failed with a 3-2 vote:

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

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7. **Consider and act on approval of the December 2020 and January 2021 Financial Statements. (Council Member Rosengarten/Administration) – *Item Approved on Consent***
8. **Consider and act on approval of three (3) Temporary Special Use Permits for Doc's Backyard for an expanded outdoor seating area. (Mayor Bruner/Administration) – *Item Approved on Consent***
9. **Consider and act on a Request for Qualifications (RFQ) for Special Event Coordinator to produce the ArtFest event in 2022 in accordance with adopted Financial Policies for the City of Sunset Valley. (Mayor Pro tem Medicus/Administration) – *Item Approved on Consent***
10. **Consider and act on approval of the General Fund Budget for Arts Commission events and programming for the remainder of the current fiscal year. (Mayor Pro tem Medicus/Administration) – *Item Approved on Consent***

***Presentation Items for Discussion and Action***

11. **Consider and act on a variance to Section 14.709 Specific Requirements Related to Permanent Signs Requiring a Permit Section C.2, Multitenant Sign for the business known as the Barn located at 6218 Brodie Lane. (Mayor Bruner/Administration)**
  - Sylvia Carrillo introduced the variance request and presented additional backup material presented by Anita Dunn, the applicant
  - Comments and questions from Council Members

Council Member Rosengarten made a motion to extend the variances granted for the marquee sign in 2019 for an additional two years, seconded by Council Member Reetz.

- Discussion of the motion by Council and the City Administrator
- Anita Dunn, applicant, commented on her variance request
- Comment from Mayor Bruner
- Discussion between the applicant, Mayor and City Council
- Question from Council Member Rosengarten to the City Attorney regarding a permanent solution to the existing signage
  - Response from City Attorney
- Continued discussion between the applicant, City Council, the Mayor and staff
- Citizen Comment:
  - Melissa Gonzales

Council Member Rosengarten withdrew her motion, and the second, Council Member Reetz, agreed.

Staff was directed to work with the applicant to have the existing marquee sign to come into compliance with the Land Development Code. The signage will not come back to Council and be approved administratively if it does come into compliance with City Code.

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**12. Consider and act on an agreement with Carahsoft for the creation of a City Website for an amount not to exceed \$29,387.07. (Mayor Bruner/Mayor Pro tem Medicus)**

- Sylvia Carrillo, City Administrator, introduced the proposed agreement.
- Comments from the Mayor

Council Member Rosengarten made a motion to table this agenda item and not bring it back until two months after Ampersand has completed their work, and to bring it back with a minimum of 3 bids, in accordance with the City's RFP process. Council Member Carmona seconded the motion.

- Comments and questions from Council Members
- Comments from Sylvia Carrillo and Matt Lingafelter, city staff
- Citizen Comments:
  - Lisa Versaci
  - John Papola
  - Sharon Drinkwine
  - Melissa Gonzales
  - Myles Fox
  - Sasha Russell
- Additional comments from Council Members

Council Member Rosengarten amended her motion: to table the item and to bring back before Council with responses to additional questions raised during this discussion. Council Member Carmona, the second, agreed. All voted in favor and the motion carried.

Mayor Pro tem Medicus made a motion to extend the meeting to 10:00 P.M., seconded by Council Member Reetz. All voted in favor and the motion carried.

**13. Consider and act on reopening Valley Creek Park at the end of Reese Drive. (Council Member Johnson/Public Works) – *Item Approved on Consent***

**14. Consider and act on temporarily reinstating community programs for assistance to residents following the recent winter storms (Adopt-a-Tree, brush chipping). (Mayor Bruner/Mayor Pro tem Medicus) – *Item Approved on Consent***

***Presentation Items for Discussion and Direction – No Action***

**City Council took a break at 9:04 P.M. and reconvened at 9:10 P.M.**

**15. Discuss and provide direction to staff regarding a digital directory for the City of Sunset Valley. (Council Member Rosengarten/Administration)**

- Sylvia Carrillo introduced this agenda item
- Comments and questions from City Council
- Citizen Comments:
  - Melissa Gonzales
  - Lisa Versaci

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- Comments and discussion by City Council
- Staff directed to bring back ideas for a digital directory in conjunction with upgrading the City website

**16. Discuss and provide direction to staff regarding the development of a Small Business Assistance Program consisting of four (4) components (Mayor Bruner/Council Member Reetz):**

- a. **Creation of a grant program similar in proportion to Phase 1 of the Austin Legacy Business Relief Grant, or 1.15% of the City's Annual Budget.**
  - b. **Create a Technical Assistance Program with a 3<sup>rd</sup> party to assist businesses to pursue existing grant opportunities at the state and federal level.**
  - c. **Discuss a program that provided utility bill assistance to business owners in Sunset Valley who seek economic relief.**
  - d. **Creation of a microbusiness site in City Hall to provide a resource for businesses to utilize.**
- Sylvia Carrillo introduced the agenda item and recommendations from the Community & Economic Development Committee
  - Comments from Mayor and Council Members
  - Staff directed to research what funding can be received from the recent stimulus bill and the cost to hire a 3<sup>rd</sup> party to assist businesses to pursue existing grant funds

City Council discussed continuing the meeting to the next day to address Agenda Item #17 with the City Attorney. City Council agreed to continue the meeting at 5:30 P.M. on Wednesday, March 17, 2021.

Council Member Reetz made a motion, pursuant to Section 551.0411, Texas Government Code, that the City Council meeting shall be continued to the next day, March 17, 2021 at 5:30 P.M. for the Executive Session Items. Mayor Pro tem Medicus seconded the motion. All voted in favor and the motion carried.

**City Council departed for the evening at 10:04 P.M.**

***Executive Session Items – Possible Action in Open Session***

**City Council reconvened on March 17, 2021 at 5:40 P.M.**

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

**17. 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 legal counsel concerning personnel matters related to:**

- A. **Discuss duties related to the City Secretary.**
- B. **Discuss performance of the City Administrator.**

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City Council convened into Executive Session at 5:45 P.M.

**18. Reconvene into Open Session.**

City Council reconvened into Open Session at 9:06 P.M.

**19. Consider and act on items listed in Executive Session.**

Mayor Pro tem Medicus made a motion to direct the City Administration to develop, with cost, a Full-Time or Temp-to-hire Administrative Assistant/Court Clerk, and review with the Chair of the Budget and Finance Committee and the Mayor. The motion was seconded by Council Member Rosengarten. All voted in favor and the motion carried.

Council Member Reetz made a motion that the Mayor and Council hold quarterly executive sessions with the City Administrator to support team-building and refining goals. The motion was seconded by Council Member Carmona.

Comments from Mayor Bruner.

All voted in favor and the motion carried.

**20. Adjourn**

Mayor Pro tem Medicus made a motion to adjourn, seconded by Council Member Carmona. All voted in favor and the meeting was adjourned at 9:17 P.M.

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Marc Bruner  
Mayor

Attest:

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Matt Lingafelter  
City Secretary

Minutes approved on April 6, 2021