



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
MAY 4, 2021
6:00 P.M.

This meeting was held virtually at: <https://attendee.gototraining.com/r/7617984319876305666>
Training ID: 567-428-140

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
J. Horry, Public Works Director
Lenn Carter, Chief of Police
Matt Lingafelter, City Secretary
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 6:01 P.M.

2. Citizen/Public Communication:

- Melissa Gonzales

3. Staff Reports

- Sylvia Carrillo delivered the Administrative Report
 - 311 Report
 - Update on FY21 Parking Lot Items
 - Upper Cougar Creek Per Task Order #7
 - Comments and discussion by Council
 - American Rescue Plan Update
 - Question from Council Member Reetz
 - SFC HOT Fund Report
 - Travis County Regulations for Resuming In-Person Meetings
 - Google Fiber Update
- J. Horry delivered the Public Works Report
 - Questions from Council Member Reetz
- Discussion of the Weaver Development Open Records Request
- Citizen Comment:
 - Melissa Gonzales on the Cost-of-Service Study
- Chief Carter delivered the Public Safety Report

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

Council Member Rosengarten made a motion to approve on consent Agenda Items #5, 6 and 8, 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 April 20, 2021 Regular Meeting.

Item Approved on Consent

6. Consider and act on an additional Public Works Technician to the existing complement of staff. (Mayor Bruner/Mayor Pro tem Medicus) *Item Approved on Consent*

7. Consider and act on a recommendation from the Budget and Finance Committee for employee compensation. (Mayor Bruner/Administration)

- Council Member Rosengarten, liaison for the Budget & Finance Committee, introduced this item
- Comments from Mayor Bruner

Council Member Rosengarten made a motion to approve up to a 3% merit increase based on metrics met for City Staff, excluding the positions of City Administrator, Chief of Police, Public Works Director, Assistant to the City Administrator/City Secretary, and the Accounting Assistant/Utility Billing Clerk. The motion was seconded by Council Member Johnson.

- Comments and discussion by Council

Council Member Rosengarten withdrew her motion, with agreement from the second.

Council Member Reetz made a motion to approve a 3% increase to all employees, with the exception of the City Administrator, Public Works Director, and the Chief of Police, with the exception of Public Works Maintenance Techs who will receive a 10% increase, and with the exception of Police Department employees who are a part of the STEP Program, who will then be eligible for the STEP increases they did not receive in 2020. Mayor Pro tem Medicus seconded the motion.

- Additional comments and discussion regarding a Salary Survey
- Citizen comments:
 - Melissa Gonzales
 - Anezka Carmona

All voted in favor and the motion carried.

Council Member Reetz made a motion to implement a merit review process for the positions of the Chief of Police, the Public Works Director and the City Administrator, with proposals for a merit increase for the Chief of Police and the Public Works Director from

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the City Administrator, and proposals of a merit increase for the City Administrator by the City Council. The motion was seconded by Council Member Rosengarten.

- Citizen Comment:
 - Melissa Gonzales

All voted in favor and the motion carried.

Council Member Johnson made a motion to move forward to Agenda Item #10, seconded by Council Member Reetz. All voted in favor and the motion carried.

Mayor Pro tem Medicus discussed direction to staff for initiation of a salary survey, including discussion of the comparison cities. Additional comments by Council and Staff.

8. Consider and Act on amending the Human Resources Policy Manual to add a Sick Leave Pool Policy (SLP). (Mayor Bruner/Administration) *Item Approved on Consent*

Presentation Items for Discussion – No Action

9. Discussion to create a 12-month Land Development Code Variance Moratorium with possible action on May 18, 2021. (Mayor Bruner/Administration)

- Mayor Bruner requested that this item be tabled

Mayor Pro tem Medicus made a motion to table the item, seconded by Council Member Johnson.

- Comment from Council Member Rosengarten

All voted in favor and the motion carried.

Presentation Items for Discussion and Action

10. Consider approval of a watershed variance from Chapter 4 of the Land Development Code at 11 Sunset Trail for development within the Critical Water Quality Zone. (Mayor Bruner /Administration)

- Carolyn Meredith, Parks and Natural Resources Manager, introduced the variance request
- Comment from Council Member Carmona
- Conditions of approval - remove 1200 sf of driveway, revegetate disturbed areas

Council Member Johnson made a motion to approve a watershed variance from Chapter 4 of the Land Development Code at 11 Sunset Trail, with the five findings and with the conditions #1-7, A-G, listed in the backup material. The motion was seconded by Council Member Carmona. All voted in favor and the motion carried.

11. Consider and act on the Drainage Improvement Project along Jones Road at Sunset Trail in an amount not to exceed \$40,000. (Mayor Bruner/Administration)

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- Sylvia Carrillo, City Administrator, introduced this agenda item
- Comments from Council Member Rosengarten
- Comments and questions from Council Member Carmona
 - Response from Tom Turk, City Engineer

Council Member Carmona made a motion to approve the Drainage Improvement Project along Jones Road at Sunset Trail in an amount not to exceed \$40,000. The motion was seconded by Council Member Rosengarten

- Additional questions and comments from Council
- Budget amendment of \$10,000 will be required

All voted in favor and the motion carried.

12. Public Hearing to consider a request for a Special Use Permit for a Medical-related Professional Office within the Highway Commercial District by Central Austin Management Group at 4715 South Lamar Boulevard. (Mayor Bruner/Administration)
Time Certain – 7:00 P.M.

- Mayor Bruner opened the Public Hearing at 7:04 P.M.
- Presentation by City Staff
- Citizen Comments – none
- Mayor Bruner closed the Public Hearing at 7:08 P.M.

13. Consider and act on a request for a Special Use Permit for a Medical-related Professional Office within the Highway Commercial District by Central Austin Management Group at 4715 South Lamar Boulevard. (Mayor Bruner/Administration)

Council Member Rosengarten made a motion to approve Special Use Permit for a Medical-related Professional Office within the Highway Commercial District by Central Austin Management Group at 4715 South Lamar Boulevard. The motion was seconded by Mayor Pro tem Medicus. All voted in favor and the motion carried.

14. Consider and act on a variance request from 4715 S. Lamar for a variance to the Land Development Code, Section 13.202. Vegetative Buffer Requirements and an approval of alternative compliance to landscaping code and Section 3.105 Council Rules related to utility easements. (Mayor Bruner/Administration)

- Sylvia Carrillo, City Administrator, introduced the variance request

Mayor Pro tem Medicus made a motion to approve a variance to the Land Development Code, Section 13.202, the Vegetative Buffer Requirements, with the findings, approval of encroachment into the 15-foot Public Utility Easement on the east side of the property, and an approval of alternative compliance to landscaping code and Section 3.105 Council Rules related to utility easements for 4715 S. Lamar. The motion was seconded by Council Member Rosengarten.

- Comments and a question from Council Member Carmona
 - Response from Barbara Boulware-Wells, City Attorney
 - Comments from Council Member Rosengarten

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- Question from Blayne Stansberry, the Applicant's Engineer
- Amending of the original motion, with discussion from Council and Staff

All voted in favor and the motion carried.

Executive Session Items – Possible Action in Open Session

15. **Council will announce that it will go into Executive Session, if necessary, to deliberate any matter listed on this agenda for which an exception to open meetings requirements permit such closed deliberation, including but not limited to consultation with the City's Legal Counsel pursuant to Tex. Gov't Code § 551.071 and Personnel pursuant to Tex. Gov't Code § 551.074 as announced at the time of the Executive Session.**

EX-1: Consult with City's Legal Counsel and/or City Administrator regarding evaluation follow-up.

The Council did not convene into Executive Session.

16. **Reconvene into Open Session.**
17. **Consider and act on items listed in Executive Session.**
18. **Adjourn**

Mayor Pro tem Medicus made a motion to adjourn, seconded by Council Member Carmona. The meeting adjourned at 9:05 P.M.

Marc Bruner
Mayor

Attest:

Matt Lingafelter
City Secretary

Minutes approved on May 18, 2021