

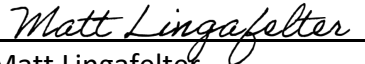


NOTICE OF A SPECIAL CALLED WORK SESSION  
OF THE CITY COUNCIL OF SUNSET VALLEY, TEXAS  
SATURDAY, JULY 31, 2021  
10:00 A.M.

Notice is hereby given that the City Council of the City of Sunset Valley, Texas will hold a Special Called Council/Committee/Commission Work Session on Saturday, the 31<sup>st</sup> of July 2021 at 10:00 A.M. in the Council Chambers, Municipal Building, 3205 Jones Road, Sunset Valley, Texas, at which time the following items will be discussed, to-wit:

1. Call to Order
2. Citizen/Public Comments
3. Work Session
4. Adjourn

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 26<sup>th</sup> day of July 2021 at 6:00 P.M.

  
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Matt Lingafelter  
City Secretary

The City of Sunset Valley is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request



## Joint Council & Committee/Commission Work Session

Saturday - July 31, 2021 – 10 AM -2 PM

**Situation:** City Council designates committees and commissions to work on specific issues related to the City and provide recommendations for Council action. These groups are composed of residents who volunteer their time. Multiple groups may be working on items that overlap/impact each other without a process to share that with other groups.

**Purpose:** Conduct a work session that will provide an opportunity to hear what everyone is working on. Create an opportunity for questions, sharing of ideas, giving constructive feedback, and envisioning what could be a way to move forward.

**Why:** To enable a big picture view of our city and streamline workflow. Identify where there are intersects/overlaps in the work and next steps to bring the work together.

**When:** July 31, 2021 at City Hall, 10 AM – 2 PM – lunch provided

**Participants:** City council members, committee/commission chairs & vice chairs (or their designee), and staff liaisons. Budget and Finance; Community and Economic Development; Public Safety; Public Works; Planning and Environmental; Arts Commission; Board of Adjustment; and Zoning Commission.

## Agenda

Time	Topic	How
10:00 – 10:10 10 minutes	Welcome Public Comments	Participants settle in, review logistics and hear public comments
10:10 – 10:15 5 minutes	Creating a Safe, Useful, Respectful, Engaging Meeting	Brainstorm ideas to make this a SAFE meeting
10:15 – 11:15 60 minutes	Presentations (6)	Each group presents for 5 minutes and Q&A for 5 minutes. Goals & Objectives for each group will be a poster on the wall. Each group will be provided a PPT with answers to the questions on the Council Liaison reports for their presentation. <i>See back up material for Council Liaison reports.</i>
11:15 – 11:25 10 minutes	BREAK	
11:25 – 12:05 40 minutes	Identify overlaps/intersects	Participants share where they see these and a representative from each group writes them on their flip chart. Brainstorm opportunities to collaborate on these items.
12:05- 12:35 30 minutes	LUNCH (provided)	
12:35 – 12:55 20 minutes	Idea Sharing Committee Structure	Participants write their ideas and additional comments on sticky notes and put them on the Idea flip chart.  <i>See back up material from other cities.</i>
12:55 – 1:15 20 minutes	Gallery Walk	Participants walk around to review what ideas and comments were posted.
1:15 – 1:45 30 minutes	Envisioning what could be Dream Time	Participants – Imagine you’ve awakened after being asleep for 5 years. What does the organizational architecture look like? What are groups doing that move the city toward its vision? What processes are in place? What is the formal reporting process?
1:45 – 2:00 15 minutes	Next Steps Wrap Up	Identify items for future Council Agendas

## **City of Sunset Valley Committees, Boards and Commissions:**

### **ARTS COMMISSION**

The Arts Commission serves in an advisory capacity to assist and make recommendations to Council on programs and projects related to the Arts. The Arts Commission generally meets on the third Wednesday of every month.

### **BUDGET and FINANCE COMMITTEE**

The Budget and Finance Committee reviews the Financial Statements and the Financial Polices for the City and makes recommendations to the City Council; reviews departmental and other committee and organization's request for the fiscal year budget and makes recommendations to the Mayor to assist in preparing the City's Budget; reviews budget amendments during the year and makes recommendations to the City Council. The Committee currently meets on the last Thursday evening of every month, with extra meetings scheduled for reviewing the City Budget.

### **COMMUNITY and ECONOMIC DEVELOPMENT COMMITTEE**

The Community and Economic Development Committee undertakes programs and activities to support the growth and retention of Sunset Valley businesses and coordinates community social activities and events for residents throughout the year. The Committee currently meets once a month on the first Wednesday.

### **PLANNING and ENVIRONMENTAL COMMITTEE**

The Planning and Environmental Committee makes recommendations regarding environmental programs and issues including management of the city's green spaces and conservation lands. This includes vegetation, restoration, wildlife, trails and recommendations to Council for greenspace acquisitions to expand and refine the trail links and neighborhood buffers. The Committee also reviews planning activities related to City-owned properties and development. The Committee writes and reviews various master plan documents and ordinances used for development. The Planning and Environmental Committee currently meets on the first Thursday evening of every month.

### **PUBLIC SAFETY COMMITTEE**

The Public Safety Committee provides input on the programs and activities of the Police Department and other areas of Public Safety. The Committee currently meets on the fourth Monday evening of every month.

### **PUBLIC WORKS COMMITTEE**

The Public Works Committee provides recommendations to the City Council on city infrastructure and capital improvement projects. The Public Works Committee currently meets on the third Thursday evening of every month.

### **BOARD OF ADJUSTMENT (term ends December 2021, no appointments)**

The members of the Board of Adjustment hear and decide special exceptions to the terms of the zoning provisions within the City's Land Development Code when strict compliance of these provisions would result in undue hardship, due to unusual circumstances or conditions peculiar to the subject property, such as size, shape, topography, location or surroundings. Members of the Board of Adjustment may not serve on any other City Commission, Board or Committee. The Board meets on the second Wednesday evening of every month, as needed. Appointments to the Board of Adjustment are for a two-year term.

### **ZONING COMMISSION**

The Zoning Commission studies the zoning questions of the City and makes recommendations to the City Council on applications for rezoning of property, revisions to the City's Zoning Ordinance and special use permits. The Commission meets on the fourth Wednesday evening of every month, as needed. Appointments to the Zoning Commission are for a two-year term.

## Council Liaison Report - City of Sunset Valley

Committee/Commission Name	Budget and Finance	Date of Report	7/23/21
Council Liaison	Rudi Rosengarten	Timeframe covered	10 months
Chair	Chip Young	Vice-chair	Ketan Kharod
Staff Liaison	Suzanna Fleegal	Total Members	9 voting member + 1 council

### Goals and Objectives FY 20/21

#### Budget and Finance

GOAL: 1. Assist staff and elected officials in facilitating a budget process that is open, transparent, and accessible to the public.

Objective: The development, implementation, and oversight of the budget should be conducted with transparency and community participation, with efficient, equitable, and effective use of all resources.

GOAL: 2. Ensure Financial Policies are adaptable to account for unexpected impacts.

Objective: Review financial policies to ensure adaptability to unexpected changes to revenues and expenditures to meet the City's needs, on both a short-term and long-term basis.

GOAL: 3 Optimize return on investments

Objective: Review policies and make recommendations to ensure that SV funds are invested to maximize benefit to the City, consistent with public finance standards and best practices

Goal #	Significant Progress Toward Goal	Obstacles/Impediments to Progress	Next Steps/Assistance Needed
1	Worked with OPEN/GOV - Better Incorporated use of data from Open/Gov	*Needed Spreadsheets to see all data.	*: Need to improve overall process and tighten up financial policies. Need better/additional information for committee.
2	Reviewed Financial Policies FP105, FP107 prior to the budget process	Need to finish budget process before reviewing the other policies.	Finish reviewing Financial Policies
3	Updated relevant Financial Policies	Governmental Entities Restrictions on Risk	Continue review of Policies

## Council Liaison Report - City of Sunset Valley

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What do you believe is the most important work to accomplish for the rest of FY 20-21?

The resident services, “wants versus needs”, “paid for or not paid for”, and the amendments to the budget to remove the fluff.

Is there anything the Committee/Commission would like to work on, that it has not had time or funding or other resources to accomplish?

Continue working on the financial policies and exploring Open/Gov.

Is there additional support needed from Staff, Council, or other Committees?

Staff is needed for the financial documents and feedback.

What needs to carry over to FY 21-22?

Projects not done-Lift Station, CIP Projects, City Hall Repair, Pond

Were funds requested for FY 21-22?

No

## Council Liaison Report - City of Sunset Valley

Committee/Commission Name	Community & Economic Development	Date of Report	7/19/21
Council Liaison	Wanda Reetz	Timeframe covered	
Chair	Clayton Stice	Vice-chair	Horacio Zambrana
Staff Liaison	Matt Lingafelter	Total Members	5

### Goals and Objectives FY 20/21

Goal 1: Support the growth and retention of SV businesses.

Objectives:

1. Facilitate two round table discussions with business owners to identify opportunities for SV to assist business owners.
  - a. Evaluate opportunities and present recommendations to Council.
  - b. Identify possible strategies/programs for business support during COVID.
2. Review and act on Marketing Firm's recommendations as directed by Council.
3. Become Liaison with Marketing Firm upon completion of Ad Hoc Marketing Committee.
4. Provide input on Upper Cougar Creek plan to promote city tourism.

Goal 2: Community Engagement

Objectives:

1. Evaluate and make recommendations for the repurpose of City Hall building to the SV Civic Visitor Center. Coordinate with other committees/residents for input/recommendations.
2. Study, evaluate and gather resident input to make recommendations for hardscape options for residents of all ages that promote resident engagement, i.e. soccer field, pool, challenging bike tract, benches along trails and in shopping centers, sunshades, frisbee course, yoga/tai chi other class areas, pickleball, boules, outdoor gyms, volleyball, cricket, etc.
3. Coordinate with P/E Committee, Budget & Finance and other committees on possible placement, costs, financing, etc.

Coordinate a Summer or Fall resident event once COVID protocols allow events to be held.

Goal #	Significant Progress Toward Goal	Obstacles/Impediments to Progress	Next Steps/Assistance Needed
1	First RoundTable held, but poorly attended by local businesses.	Retail businesses have developed attitude that SSV is not interested in their success and has not been there to help them.	Need for marketing plan to reach out to SSV businesses so they are aware that SSV is interested in their success. Need more action from Council and ALL committees to clearly support

## Council Liaison Report - City of Sunset Valley

	<p>COVID Grant Program developed, adopted by council and July 21 meeting Council to award 100,000 in grants to 10 SSV Businesses</p> <p>Budget includes expenses for a luncheon later on this year</p>	<p>None currently</p> <p>COVID resurgence.</p>	<p>Retail businesses—Planning, Environmental, Public Works.</p>
2	<ol style="list-style-type: none"> <li>1. New Goal-- Repurposing City Hall -- CED has requested basic information such as: floorplan layouts, current usage, etc since no information has been provided to date.</li> <li>2. New Goal--Gather Resident input on Community Improvements desired – No action yet—will be discussed at upcoming CED meeting.</li> <li>3. New Goal—Coordinate with other committees on placement, costs financing- No action planned until goal is clarified.</li> <li>4. New Goal—Coordinate Fall resident event— No action yet—will be discussed at upcoming CED meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1.Lack of information and direction from Council and City Staff.</li> <li>2. None identified yet</li> <li>3. Goal unclear—what is this in relation to? Goal 2.2 , 2.3 Or other?</li> <li>4. None identified yet</li> </ol>	<ol style="list-style-type: none"> <li>1.Review what space is available and determine what community needs are.</li> <li>2. Discuss at upcoming CED meeting</li> <li>3. Clarify goal</li> <li>4. Discuss at upcoming CED meeting</li> </ol>

What do you believe is the most important work to accomplish for the rest of FY 20-21?

- Get Sunset Valley identity and marketing plan in place to start positively impacting Retail businesses.
- Start getting better communication with retail businesses
- Develop Community actions.

Note that a working document has been established to track CED committee actions and requests to council which can be found here:  
<https://docs.google.com/spreadsheets/d/1S3yDE4aeTt-2rBUZlik6WTnw3bvZpJRwcltiDQ7ZBz4/edit?usp=sharing>

Is there anything the Committee/Commission would like to work on, that it has not had time or funding or other resources to accomplish?

- Develop plan to attract new businesses as a result of Brodie Oaks development.



Is there additional support needed from Staff, Council, or other Committees?

- Dedicated City Liaison for Businesses
- Some sort of periodic joint meetings with other committees

What needs to carry over to FY 21-22?

All new Goals

Were funds requested for FY 21-22?

Yes – so far only \$6,000 for Community Engagement & Development from the General Fund. Committee is recommending adopting a marketing and economic development budget based on Ampersand's and the Marketing Ad hoc Committee's recommendations for FY21-22.

## Council Liaison Report - City of Sunset Valley

Committee/Commission Name	Planning and Environmental	Date of Report	7/23/21
Council Liaison	Karen Medicus	Timeframe covered	January 2021-July 2021
Chair	Zoe Trieff	Vice -chair	Katherine Johnson
Staff Liaison	Carolyn Meredith	Total Members	9

### Goals and Objectives FY 20/21

#### Goal 1: Land Development Code and Master Plan Revisions

##### Objectives:

1. Engage residents through education and town hall meetings regarding input to changes to the Land Development Code.
  - a. Impervious Cover/Water Quality Educational Workshop
  - b. Green Infrastructure
2. Review Comprehensive Master Plan and Future Land Use Map
  - a. Resident engagement
  - b. Opportunities for City-owned properties
3. Review and provide for changes to chapters of the Land Development Code including Chapter 2 and 4.
  1. Provide input on Upper Cougar Creek plan to balance environmental protection and destination shopping experiences.

#### Goal 2: Trails and Greenspace Management

##### Objectives:

1. Review the Trails Master Plan to determine changes needed to address resident and visitor access and amenities.
2. Develop an Environmental Education Program.
3. Review and provide recommendations to the Park and Open Space Management Plan.
4. Collaborate with Community and Economic Development Committee to plan for recreational opportunities for residents including but not limited to: soccer field, pool, challenging bike tract, benches along trails and in shopping centers, sunshades, frisbee course, yoga/tai chi other class areas, pickleball, boules, outdoor gyms, volleyball, cricket, etc.

## Council Liaison Report - City of Sunset Valley

Goal #	Significant Progress Toward Goal	Obstacles/Impediments to Progress	Next Steps/Assistance Needed
1	<ul style="list-style-type: none"> <li>• Progress is achieved when sections of the LDC are given to committee members in advance of meeting with enough time to provide their input separately and then meet together to discuss the combined input and finalize recommendations.</li> <li>• Subject matter expert presentations provided to the committee have increased their knowledge base and enabled them to be better prepared to discuss some of the topics within the code.</li> <li>• Article I and II of the Comprehensive Plan revisions</li> <li>• Correction to Chapter 13 Landscaping Code</li> <li>• Reviewed and made recommendations to Zoning Commission regarding Tiny Libraries as accessory structures</li> <li>• Reviewed and provided recommendation regarding net vs. gross area for parking requirements</li> <li>• Currently reviewing impervious cover exemptions for single family residential</li> <li>• <a href="https://stories.opengov.com/sunsetvalleytx/published/76iNViCfV">https://stories.opengov.com/sunsetvalleytx/published/76iNViCfV</a></li> </ul>	<ul style="list-style-type: none"> <li>• We are not near a stage when we can formally engage residents other than Town Hall comments prior to meetings. In this and all work the committee does, it can be difficult to know what has happened next and whether our actions are being carried out as we intend. Whenever we receive feedback or updates it is very helpful so we can know the process is working as intended.</li> <li>• There is not a clear process for how recommendations move from P&amp;E to B&amp;F, Zoning, PW, or other committees and closing the loop on their feedback and final outcome.</li> <li>• The current structure does not provide the opportunity to present the committee request and recommendations to B&amp;F, etc. and to Council.</li> </ul>	<ul style="list-style-type: none"> <li>• There is frequently a need for more expert explanation of the meaning behind and implications of different portions of the code and support in using language that is going to be effective.</li> <li>• To complete a successful revision of the Comprehensive Plan and Land Development Code and ensure there are not conflicts with building codes, and provide a smooth process for applicants and clarity for enforcement it will require professional assistance.</li> <li>• Develop a structure/process for feedback from other committees P&amp;E sends their recommendations to.</li> <li>• The link to P&amp;E story pages needs to be posted on the committee landing page on the city website.</li> <li>• Land Development Code and Parks and Open Space Master</li> </ul>

Council Liaison Report - City of Sunset Valley

			Plan budget needed to complete the goals.
2	<ul style="list-style-type: none"> <li>• Park and Open Space Master Plan budget requested for 2021-2022 Budget.</li> </ul>	<ul style="list-style-type: none"> <li>• The committee has not had time to really begin addressing this goal because of the focus on the Land Development Code.</li> </ul>	<ul style="list-style-type: none"> <li>• Subject matter expert support will be needed to achieve both goal 1 and 2.</li> <li>• The committee must be confident that they have approached these very large and important tasks with the most information and expert assistance.</li> </ul>

What do you believe is the most important work to accomplish for the rest of FY 20-21?

- 1) Working through the rest of the targeted items in the Land Development Code.
- 2) The committee has scheduled a work session on the Comprehensive Plan for November 13.
- 3) See attached timeline

Is there anything the Committee/Commission would like to work on, that it has not had time or funding or other resources to accomplish?

- 1) There is a genuine interest in working on the Park and Open Space Master Plan (includes the Trails Master Plan) but due to time constraints the committee has had to keep their focus on the Land Development Code.
- 2) Funding is needed to hire outside support from subject matter experts or consultants in some areas of both the Park and Open Space Master Plan and the Land Development Code to tackle both of these goals with the most relevant information and full understanding.

## Council Liaison Report - City of Sunset Valley

### Is there additional support needed from Staff, Council, or other Committees?

Here are a few logistical items that would be helpful for continued improvement:

- a. Keeping regular meeting dates and not getting shifted around.
- b. Planning additional meetings far in advance enabling the largest number of people to attend.
- c. All support materials need to be provided well enough in advance so that people can come to meetings prepared.
- d. Receiving some sort of confirmation that requests and recommendations are heard and understood as intended and then what happened next. For example, when decisions are made regarding proposed budget items, receiving that feedback and an opportunity to provide more information as needed in an organized manner.
- e. Develop a clear process and structure for communication of information to and from other committees and Council.
- f. Provide an opportunity for the committee to present their recommendations to Budget and Finance and Council. Perhaps a Budget Workshop type of structure used in other cities rather than weekly meetings.
- g. Consider making committee appointments for 2 years rather than 1 year.
- h. Start committee appointments October 1 with the new budget year. This gives committees time to work a full budget year rather than doing appointments in November or December when the first quarter is already near an end.

### What needs to carry over to FY 21-22?

- Both goals need to be continued.
- To review and make recommendations of the scope of these goals it takes time to develop the understanding of what they are, how these relate to each other and other codes, and what impact they have on our city it would be helpful if the existing committee members continued service for another year.

### Were funds requested for FY 21-22?

- Yes, funding for subject matter experts/consultants for a Parks and Open Space Master Plan and the Land Development Code revisions.
- Recommendations were also made on the following Programs and Services that have a budget impact:

<b>Program/Service</b>	<b>Recommendation</b>
Mulch Delivery	Return program with fee for delivery
Adopt A Tree	Return program using a similar process that was used in April 2021.

Council Liaison Report - City of Sunset Valley

Wildfire Preparedness Outreach	Develop educational program for Wildfire preparedness using volunteers and available resources
Electronics/HHW recycling	Determine if Sunset Valley residents are eligible for the Austin/Travis County program. Develop interlocal agreement.
Curbside Brush Chipping	Return to monthly brush chipping and develop educational component. Possible use of a different vendor for curbside services.
Community Garden	Possible increase in community garden. Codify relationship between the City and the organization that runs the garden.
Summer Youth Program	Return program to full funding.
Spring Cleaning Month	Fund program.
Trailer Usage	Allow with fee.

## Council Liaison Report - City of Sunset Valley

Committee/Commission Name	Public Safety	Date of Report	7/23/21
Council Liaison	Rob Johnson	Timeframe covered	YTD 20-21
Chair	Joe Koizen	Vice-chair	Art Williams
Staff Liaison	Lenn Carter	Total Members	8

### Goals and Objectives FY 20/21

#### Goal 1: 360 Degree Public Safety

##### Objectives:

1. Identify any Public Safety aspects within City Council priorities or agenda items
2. Provide healthy debate on any items the Police Department wishes to take to City Council
3. Investigate introducing cybersecurity into public safety sphere

#### Goal 2: Expanded Neighborhood Watch

##### Objectives:

1. Resident education on the 311 Portal
2. Continue developing Neighborhood Watch and assign committee liaisons to neighborhoods and shopping areas
3. Catalog and audit existing safety equipment and identify areas for improvement
4. Coordinate repair or installation of safety equipment with staff
5. Set a reasonable timeline to revisit

#### Goal 3: Follow through on shoplifting mitigation

##### Objectives:

1. Support Police Department in reviewing vendor parking lot camera solutions
2. Identify more approaches to combat shoplifting in the commercial district

Goal #	Significant Progress Toward Goal	Obstacles/Impediments to Progress	Next Steps/Assistance Needed
1	Established community neighborhood watch program and have discussed various neighborhood safety concerns. Were able to replace missing street sign on Countrywhite and focus attention on graffiti in city. Regularly sharing information on crime in our area.	Lack of face to face meetings during pandemic.	Moving to face to face meetings. Plan a joint community cleanup in the fall.

## Council Liaison Report - City of Sunset Valley

2	Established community neighborhood watch program and selected Block Captains.	Need to schedule an additional block captains meeting in the fall. Have to balance community safety guidelines due to Covid with need to host neighborhood meetings.	Block Captains meeting with police department for National Night Out in October.
3	Vendor for cameras has been selected.	Delays related to finding appropriate equipment that current police staffing can support and deploy effectively.	Expected to be presented to Council in August 2021.

What do you believe is the most important work to accomplish for the rest of FY 20-21?

Strengthening neighborhood watch program and making sure that everyone is knowledgeable about their role in the program.

Is there anything the Committee/Commission would like to work on, that it has not had time or funding or other resources to accomplish?

N/A

Is there additional support needed from Staff, Council, or other Committees?

Possibly support for public art on utility boxes.

What needs to carry over to FY 21-22?

N/A

Were funds requested for FY 21-22?

No



## Council Liaison Report - City of Sunset Valley

Committee/Commission Name	Public Works	Date of Report	07/23/2021
Council Liaison	Alfonso Carmona	Timeframe covered	01/2021-07/2021
Chair	Randy Rosengarten	Vice-chair	Randy Machemehl
Staff Liaison	J. Horry	Total Members	6

### Goals and Objectives FY 20/21

#### Goal 1: Provide Assistance to the Public Works Department

##### Objectives:

1. Assist the new Public Works Director by serving as a resource to learn about all of the city infrastructure including what types of maintenance the various pavements, water supply, wastewater systems and storm water drainage facilities will need and what these costs might be.
2. Evaluate and provide recommendations regarding the structure, functions, and programs of the Public Works Department.
3. Assist in ensuring the Public Works Department safely and legally executes functions and programs. This includes state and federal permit compliance.

#### Goal 2: Capital Improvement Plan

##### Objectives:

1. Development an infrastructure management plan which will eventually provide an inventory of all assets, staging of maintenance activities and projected costs.
2. Include a timely and proper backup for Budgeting in general and in specific projects.
3. Determine which Public Works programs should be reinstated and how much they will cost.
4. Explore the cost-of-service study for water and wastewater.

## Council Liaison Report - City of Sunset Valley

Goal #	Significant Progress Toward Goal	Obstacles/Impediments to Progress	Next Steps/Assistance Needed
1	<p>The Committee has reviewed the following projects in streets.</p> <ul style="list-style-type: none"> <li>• 5 year maintenance plan for streets.</li> <li>• Emergency Access</li> </ul> <p>The Committee has reviewed the following project in water:</p> <ul style="list-style-type: none"> <li>• City of Austin Water Contract*</li> <li>• Automated Meter Reading Program</li> <li>• Wildfire Protection and Hydrants</li> <li>• Annual Water Usage Report for CY 2020</li> <li>• Modification of Sunset Trail waterline</li> <li>• Potential loops in the water distribution system.</li> </ul> <p>The Committee has reviewed the following wastewater projects:</p> <ul style="list-style-type: none"> <li>• Lift Station</li> <li>• Improvements to collection system at HWY 290 near Holiday Inn</li> </ul> <p>The Committee has reviewed the following drainage projects:</p> <ul style="list-style-type: none"> <li>• Jones/Sunset Trail Drainage Issues</li> </ul>	<p>Staff and committee have been moving forward steadily toward the goals. Staff was doing multiple functions. The pandemic has made contact and communication more challenging.</p>	<p>The Committee will continue to review and discuss the City of Austin Water Contract.</p> <p>* This will influence what projects remain in the CIP (Ex. Stearn's Lane and Country White, AISD waterline).</p> <p>The Committee will continue to review projects as they are more fully developed for construction.</p>
2	<p>The Committee has finalized review of the Capital Improvement Plan (CIP). City Staff and Engineers prepared the CIP. This was reviewed over several months with multiple evolutions of the plan. This Plan will be presented to Council and to the Budget and Finance Committee for further consideration. Information regarding the committee's CIP recommendations can be found <a href="#">here</a>.</p>	<p>Staff and committee have been moving forward steadily toward the goals. Staff was doing multiple functions. The pandemic has made contact and communication more challenging.</p>	<p>The City Council will be critical in final prioritization of Capitol Improvement Projects. This will determine what projects move forward toward construction.</p> <p>The committee will review the proposed cost of service study that will be provided by Texas Rural Water Association.</p>

What do you believe is the most important work to accomplish for the rest of FY 20-21?

The most important work for the Committee to accomplish for the remainder of FY 21 is to focus on the COA contract and implementing the CIP once approved by the City Council.

Is there anything the Committee/Commission would like to work on, that it has not had time or funding or other resources to accomplish?

The committee should also work more on the Community Wildfire Protection Plan specifically regarding fire flow and emergency access (Lone Oak and Villas).

Is there additional support needed from Staff, Council, or other Committees?

- More communication and educational materials.
- Develop a committee page similar to what Planning and Environmental Committee has for every committee.

What needs to carry over to FY 21-22?

Implementation of Capital Improvement Plan, cost of service study, and review of construction documents.

Were funds requested for FY 21-22?

Funds were requested through the recommended CIP list.

## Council Liaison Report - City of Sunset Valley

Committee/Commission Name	Sunset Valley Arts Commission	Date of Report	7/23/21
Council Liaison	Karen Medicus	Timeframe covered	October 2020 – July 2021
Chair	Sasha Russell	Vice-chair	Terry Cowan
Staff Liaison	Matt Lingafelter	Total Members	6 and 1 alternate

### Goals and Objectives FY 20/21

Goal 1: Promote cultural tourism in the City

Objectives:

1. Produce ArtFest 2022
  - a. Create an RFQ or RFP, with staff assistance, for production management of the event, and sponsorship plan for Council consideration by March 1, 2021.
2. Review and act on Ampersand recommendations related to enhancement of the arts in the city as directed by Council.

Goal 2: Enhance and integrate arts in the community

Objectives:

1. Identify and act on opportunities to engage the community (safely during COVID 19) in the arts, building on current program areas: World Art & Culture; Workshops/Lectures; Concert Series, social media or other program areas that can be participated in virtually or in a safe social distanced way.
2. Collaborate with standing committees engaged in community engagement projects involving the arts to make recommendations and research costs and potential grants or financing.

Goal #	Significant Progress Toward Goal	Obstacles/Impediments to Progress	Next Steps/Assistance Needed
1	<ul style="list-style-type: none"> <li>• Completed RFQ process and selected Golden &amp; Co. to start working on the event July 2020 approved by Council.</li> <li>• Identified potential ArtFest 2022 dates April 23 or 30.</li> <li>• Submitted HOT Fund application for ArtFest 2022 with budget request.</li> <li>• Submitted General Fund budget request.</li> </ul>	<ul style="list-style-type: none"> <li>• Length of time for legal review of documents.</li> <li>• How long it takes to go through the city process.</li> <li>• Orienting new members about the work the Commission does and the processes involved.</li> </ul>	<ul style="list-style-type: none"> <li>• Sylvia/Matt meet with AISD to confirm date and develop MOU.</li> <li>• Once date is confirmed event calendar listings and call to artists can proceed.</li> <li>• Complete sponsorship plan and send to Council for approval.</li> </ul>

Council Liaison Report - City of Sunset Valley

	<ul style="list-style-type: none"> <li>• Drafted outline for sponsorship plan.</li> <li>• Followed Ampersand’s development of assets to be incorporated in ArtFest promotion.</li> </ul>		<ul style="list-style-type: none"> <li>• Secure event insurance for ArtFest.</li> <li>• City Council approval of budget requests for FY 21-22.</li> <li>• Coordinate with staff on moving off-site storage to City Hall.</li> <li>• Incorporate Ampersand assets into Sunset Valley Arts FB page and promotional material when available.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Presented a proposal to Council to repurpose and rename the ArtFest FB page as the Sunset Valley Arts page. This increased community engagement featuring regular, engaging posts about artists, art, and Sunset Valley’s involvement in the arts.</li> <li>• Launched a new program “Bringing Art Home” for residents. This is a collaborative effort between the SVAC and the Sunset Valley Police Department delivering art kits to residents with limited mobility. February – July 144 kits were delivered.</li> <li>• Publicized the Sunset Valley Organic Community Garden art instruction event on the Sunset Valley Arts FB page.</li> <li>• Reached out to CED committee in an attempt to coordinate on projects involving art in the city.</li> </ul>	<ul style="list-style-type: none"> <li>• Due to COVID19 restrictions events where groups of people gathered were not possible.</li> <li>• The Commission was poised to offer art related experiences virtually but ascertained that “virtual learning fatigue” was present in prospective participants.</li> <li>• Working through personality conflicts to successfully deliver new programs.</li> <li>• Recruitment of new members and event volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote and direct traffic to the Sunset Valley Arts Facebook page.</li> <li>• Continue to identify residents that would benefit from the Bringing Art Home program.</li> <li>• Continue to explore opportunities to collaborate with other committees, departments, programs, and residents.</li> <li>• Waiting for Council to decide the role Ampersand will have in promoting the city on social media and who will be responsible to incorporate information about ArtFest and other art related events.</li> </ul>

What do you believe is the most important work to accomplish for the rest of FY 20-21?

1. Complete the ArtFest sponsorship plan and get approved by Council.
2. Complete a new project in collaboration with the Police and Public Works departments to turn graffiti into art.
3. Work with Golden and Co. on production logistics for ArtFest 2022.
4. Coordinate with staff on moving offsite storage to City Hall by September 30.
5. Complete policy recommendations for Art in Public Places.

Is there anything the Committee/Commission would like to work on, that it has not had time or funding or other resources to accomplish?

1. New initiatives are pending approval of FY20/21 budget request.
2. Social media policies, process, and promotion.
3. Creating a Film Friendly program.

Is there additional support needed from Staff, Council, or other Committees?

*From Council:*

- a) Approval of budget requests.
- b) Promoting resident involvement and support on social media outlets.
- c) Consider an intern or position to handle social media.
- d) Acknowledgement of ArtFest as the city's premiere large-scale event and make a commitment to grow the event and fund it each year.
- e) Encouragement to other committees to work with the Arts Commission on any art undertakings.

*Staff:*

- The staff have provided outstanding support under challenging circumstances, which is much appreciated. Continuation of this support and additional support that will be needed to bring ArtFest back after a two-year hiatus due to COVID19.

What needs to carry over to FY 21-22?

- ❖ All current projects need to continue to meet goals.

Were funds requested for FY 21-22?

- Yes- HOT Funds to produce ArtFest and General Funds for community art projects.

## Examples of other cities for committee/commission structure.

### **Wimberley:**

Planning & Zoning Commission - The Commission's mission is to provide for the orderly development of property within the corporate limits and the extraterritorial jurisdiction (ETJ) of the City of Wimberley in accordance with the Comprehensive Plan.

Parks & Recreation Board - The Wimberley City Council established a Parks & Recreation Board to provide and maintain land and facilities for the recreation and enjoyment of its citizens. The Board is charged with promotion of active recreational pursuits and preservation of unspoiled tracts of land and open space within the jurisdiction of the City.

### **Dripping Springs:**

Economic Development Committee - The Economic Development Committee is a twelve-member advisory committee tasked with representing various citizen groups and their interests as part of the City Council's greater discussion of economic development, its design, and its direction. The Committee is responsible for organizing an inclusive process for assessing community needs and priorities, and providing the City Council with guidance via a proposed economic strategic plan.

Members of the Economic Development Committee are nominated by staff for appointment by the City Council for a term of one-year. Staff encourages members of the community to submit applications for nomination, and seek to find individuals from various citizen groups, including but not limited to historic preservationists, planners, park supporters, the business community, school districts, media, nonprofits, county representatives and property owners.

Farmers Market Association Board - The Farmers Market Association Board of Directors is an eight-member advisory board that provides oversight of the Dripping Springs Farmers Market. The Board is responsible for implementing rules and procedures as established by the city council and the Board, and assists staff with the operations of the Farmers Market. The Board is also responsible for evaluating the success of the Farmers Market and providing the City Council with recommendations on improvement.

Boards Members are appointed by City Council by recommendation of City staff. Members may be residents or business owners with agricultural facilities in the city limits or ETJ or within 150 miles of the city limits. At least two (2) board members must farmers who sell their own produce. Preference for membership is give to persons who raise, grow or make food products, or artists who make crafts from agricultural products.

Parks & Recreation Commission - The Parks & Recreation Commission is an eight-member advisory commission responsible for making recommendations to the city council regarding the acquisition, development, utilization, operation, improvement, equipment and maintenance of all park playgrounds and recreational areas owned or controlled by the city. The Commission is also responsible for making recommendations to the city council pertaining to the city's master park plan.

Commissioners are appointed by City Council with four (4) members serving at-large, two (2) members serving as representatives of the Dripping Springs Independent School District, and two (2) members serving as representatives of the Dripping Springs Youth Sports Association.

Planning & Zoning Commission - The Planning & Zoning Commission is a seven-member advisory commission with all the rights, powers, privileges and authority authorized and granted by the city council and through the Statues of the State of Texas as found in Chapter 211 and 212 of the Texas Local Government Code. The Commission makes recommendations regarding the Comprehensive Plan, changes of zoning, zoning ordinance amendments, and zoning to be given to newly annexed areas, and shall make recommendations regarding the approval of plats of subdivisions as submitted for review, and other planning related matters delegated by the City Council.

Commission members are nominated by City Council Members and appointed by a simple majority vote. A minimum of two (2 seats) members shall be residents and registered voters of the City of Dripping Springs. As many as two (2 seats) may be ETJ residents who are registered voters of Hays County, and the remaining three (3 seats) shall reside either in the city limits or the ETJ and be registered voters of the City of Dripping Springs or Hays County.

**Buda:**

Sustainability Commission - Serves as an advisory board to the City Council in matters related to acting in the interest of sustainable practices, recognizing all three aspects of sustainability, including environmental stewardship, social responsibility and economic development; as well and makes advisory policy recommendations to the Council on issues relating to the environment, efforts or programs to address environmental issues such as air quality, water quality, and resource conservation relating to the protection and integrity of the natural environment.

**Cedar Park:**

Parks, Arts, & Community Enrichment Board - The purpose of the Parks, Arts, & Community Enrichment (PACE) Board is to assist with the development and promotion of a comprehensive cultural and recreational enrichment program for the City. The PACE Board will help enhance the high quality of life in Cedar Park for residents and create a unique and positive experience for visitors, advise the City Council on the development, maintenance, protection and enhancement of parks and public art, and promote the beautification, economic vitality, and attractiveness of Cedar Park through parks, arts, culture and recreation.

Tourism Advisory Board - The Tourism Advisory Board consists of seven (7) members appointed by City Council for staggered two year terms. Members of the Board shall be residents of the City of Cedar Park, the Extra Territorial Jurisdiction, or a representative of a business which contributes to the tourism industry in Cedar Park.

The Advisory Board shall make recommendations to City Staff related to the promotion of tourism in the City and expenditures of hotel and motel tax revenues in accordance with Section 351 of the State of Texas Tax Code, The City Council may adopt, reject or modify the recommendations of the Board.

**Mission Statement:**

The Mission of the Cedar Park Tourism Advisory Board is to support the positioning of Cedar Park as a Destination City by defining and recommending appropriate use of funding mechanisms to promote the community's events, attractions, resources and lodging opportunities to appropriate segments of the traveling public.

**San Marcos:**

Comprehensive Plan Oversight Committee - Review Progress of implementation of Comprehensive Plan and determine completeness of achieving the Plan's objectives.

Economic Development Board - Helps promote orderly and responsible economic development for the San Marcos geographic area.

**Appointment requirement:**

- 1 CEO or senior management staff member of financial institution working in the city
- 1 CEO or senior management staff member of large company (100+ employees) working in the city
- 1 CEO or senior management staff member of a medium company (26—100 employees) working in the city
- 1 CEO or senior management staff member of manufacturing firm working in the city
- 1 Citizen at-large
- 1 City council member (ex officio voting member)
- 1 City manager (ex officio voting member)
- 1 Hays County (designated by commissioner's court and confirmed by council)



- 1 President of the Greater San Marcos Partnership (ex officio non-voting member)
  - 2 Small business owners with (1—25 employees) in the city that are citizens of San Marcos
  - 1 San Marcos Area Chamber of Commerce Representative (designated by the chamber of commerce and confirmed by the council, must be a resident of the city)
  - 1 San Marcos Consolidated Independent School District (SMCISD) Representative (designated by SMCISD and confirmed by council.)
- \*Composed of 13 members consisting of 12 voting members and one non-voting members, eight must be residents of the city.

Arts Commission - Provides oversight for the expenditure of city hotel occupancy tax funds for the promotion of the arts.  
Appointment requirement:

- 5 of the members must reside within the city limits
- 2 members may reside outside the city limits

**Round Rock:**

Ethics Review Commission - Seven-member board that serve staggered two-year terms that meets only on an as needed basis. No member may serve more than a total of 8 years. Meets as needed concerning possible violations of the Ethics Ordinance, but also at least once each year to review the Ethics Ordinance and make recommendations, if any, to the Council for amendments. Renders advisory opinions on potential conflicts of interest or violation at the request of an individual, a city official, employee, board or commission member. Considers possible violations of the Ethics Ordinance by complaint or on its own initiative.

**Pflugerville:**

PF 101 Citizens Program - Purpose: This is a program designed to teach residents about our day to day functions and roles of local government. PF 101 is an opportunity to cultivate future leaders and showcase talents of staff. PF 101 will consist of eight sessions beginning January 9th. Classes will be held on Wednesday evenings from 6:00 to 8:00 p.m. in various locations throughout the city. Snacks and drinks will be provided.

Charter Review Commission - Purpose: The Charter Review Commission is the entity appointed by the City Council to inquire into the operations of the city and review the city charter to determine whether it requires revision.

Membership: Two years after the initial adoption of the City Charter and every five years after, the council appoints no fewer than thirteen, nor more than twenty citizens who meet the requirements of Section 8.02 of the Charter to serve in the capacity of Charter Review Commission Member.

Parks and Recreation Commission - Purpose: Annually submits a five-year comprehensive park plan; makes recommendations regarding the management, maintenance, use, and improvement of all parks and public recreational facilities owned or controlled by the city; makes recommendations concerning acquiring real property and concerning donations, legacies, and bequests; makes recommendations regarding recreational programs and events.

Personnel Appeal Board - Purpose: Conducts hearings and renders decisions regarding appeals to suspensions, demotions, and terminations for commissioned peace officers that are regular, full-time employees or regular, part-time employees of the City.

Finance and Budget - Purpose: The Finance and Budget Committee acts at the direction of the City Council. It reviews all accounting related policies and procedures, monthly financial reports, budget and budget revisions, requests from proposals from independent auditors to be engaged to audit the City, the annual financial report and any other requests for financial review made by the City Council.

## **Georgetown:**

ADA Advisory Board - The Board makes recommendations to the City Council regarding accessibility and other issues of concern to persons with disabilities. They review the City's ADA Transition Plan on an annual basis and participate in the related processes to implement and/or amend the Transition Plan as necessary.

Arts and Culture Advisory Board - The Board encourages, stimulates, promotes, and fosters programs for the cultural enrichment of the City contributing to the quality of life in Georgetown and developing an awareness of the value of the arts.

## **Bastrop:**

Parks & Public Tree Advisory Board - As the Park Board, this body provides recommendations on plans and programs designed to assist the Parks and Recreation Department in maintaining and improving the City parks and providing recreation programs for the general welfare of the people of the City. As the Public Tree Advisory Board, this body promotes the protection of healthy trees on public property, maintains the City's designation as Tree City USA, coordinates and promotes Arbor Day activities, and develops public awareness and education programs relating to trees in the city community. Anticipated time commitment: Couple of hours per month.

Art in Public Places Board - The BASTROP ART IN PUBLIC PLACES (BAIPP) BOARD expands the enjoyment, access, and appreciation of art in Bastrop, as well as assists the Bastrop City Council in developing guidelines and standards for the selection, display, acquisition, and maintenance of public art in the City. Anticipated time commitment: This is an active board with working board members, which requires a lot of time. Board members are expected to volunteer on standing committees and special projects.

## **City of Carrollton:**

Capital Improvements Plan Advisory Committee - The committee advises and assists City Council in developing the Capital Improvement Plan (CIP), including financial planning standards and criteria for prioritizing capital projects, assessing debt issuance plans, developing the annual capital budget, and bond referendum master planning.

## **Longmont, CO:**

Senior Citizens Advisory Board - Senior Citizens Advisory Board Overview...The Senior Citizens Advisory Board consists of seven (7) members and one (1) alternate member who are appointed by the City Council to serve three (3) year terms, a majority of members shall be at least 55 years of age...The purpose of the Senior Citizens' Advisory Board is to communicate with and advise the City Council in matters of particular concern and impact affecting the older adult community of Longmont

## **Corpus Christi:**

Arts & Cultural Commission - The Arts & Cultural Commission recommends the use, location, lease or purchase of works of art to be considered a part of the beautification or cultural development of the City; to advise owners of private property in relation to beautification of their properties; to prepare specifications for the maintenance of works of art and to inspect such work for the guidance of the City departments concerned; to advise with respect to the design of buildings, bridges or other structures on city property if submitted to the Commission; to study and evaluate the activities in and the uses made of the Bayfront Arts & Science Park, and to plan the Park's development for future activities and uses.

Planning Commission - The Planning Commission makes and amends a master plan for the physical development of the City; to recommend to the City Council approval or disapproval of proposed changes in the zoning plan; to exercise control over platting or subdividing land within the corporate limits of the city and within an area extending five miles

beyond the City limits; to submit annually to the City Manager not less than 90 days prior to the beginning of the budget year a list of recommended capital improvements which, in the opinion of the commission, are necessary or desirable during the forthcoming five-year period; to require information from other departments of the City government in relation to its work; to be responsible to and act as an advisory body to the City Council and to perform such additional duties and exercise such additional powers as may be prescribed by ordinance of the City Council.

**San Antonio:**

Capital Improvements Advisory Committee - The Committee advises and assists in the implementation of the impact fee process pursuant to Chapter 395 of the Local Government Code which establishes the method for municipalities to impose impact fees for recouping the cost of off-site capital improvements necessitated by new development. The Committee also serves in an advisory capacity to the City Council with recommendations for the development of the Land Use Assumptions Plan, impact fee related Capital Improvements Plans and in the calculation of the impact fees.

Small Business Advocacy Committee - The Small Business Advocacy Committee (SBAC) is a group of citizens appointed by the Mayor and City Council to advise and monitor the goals set forth in the SBEDA ordinance, which assists local small, minority, and women-owned businesses that are ready, willing, and able to do business with the city. In addition, they make recommendations concerning modifications of programs and procedures established in the SBEDA Program.