



NOTICE OF A REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
SEPTEMBER 7, 2021
6:00 P.M.

Notice is hereby given that the City Council of the City of Sunset Valley, Texas will hold a Regular Meeting on Tuesday, September 7, 2021 at 6:00 P.M. virtually via GoToTraining at the link below:

To actively participate in the meeting, the Public is encouraged to attend via GoToTraining by registering using the following link:

Registration URL: <https://attendee.gototraining.com/r/8073123861831682050>

Training ID: 283-239-420

To participate via audio only, please call:

Long Distance: +1 (510) 365-3331

Access Code: 287-161-718

On this date, the following items will be discussed, to-wit:

1. Call to order of the City Council.
2. Citizen/Public Communication
3. Staff Reports
 - A. Administration
 - B. Public Works
 - C. Public Safety
4. Council consideration of agenda items for approval on consent.

Items Which May Be Considered and Acted on Consent

5. Consider and act on approval of the minutes from the August 17, 2021 Regular Meeting.
6. Consider a request from the Sunset Valley Elementary PTA for a variance from Chapter 14 Sign Regulations, Sections 14.706(b) and 14.707(a), for a series of banner signs to be installed along the fence at Sunset Valley Elementary School to recognize school sponsors; and, request for variance from Sections 14.505 and 14.805 to waive \$350 in associated fees. (Mayor Bruner/Administration)

7. Consider and act on amending the City of Sunset Valley Human Resource Policy to include recently adopted HB 2073, requiring cities to create a policy addressing paid leave for officers, fire fighters, and EMTs that are ordered to quarantine due to COVID-19. (Mayor Bruner/Administration)

Presentation Items for Discussion and Possible Action

8. Public Hearing on the Fiscal Year 2022 Budget – Time Certain 7:00 P.M. (Mayor Bruner/Administration)
 - A. Budget Public Hearing for FY22
 - B. Council deliberation and possible action on the FY22 Budget – the Budget is scheduled for adoption on September 21, 2022
 - i. Ampersand Recommendation - Social Media/Content Management and Oversight – Contract for FY22

Executive Session Items – Possible Action in Open Session

9. 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 the City's Legal Counsel concerning legal issues as necessary.
10. Reconvene into Open Session.
11. Adjourn

Executive Session Notice

Council may announce that it will deliberate in a closed session any matter listed on this agenda for which an exception to open meetings requirements (Open Meetings Act, Chapter 551 of the Texas Government Code) permits such closed deliberation, as announced at the time of such closed session, including but not limited to: (i) consultation with the City's attorney pursuant to Tex. Gov't Code § 551.071 and Texas Disciplinary Rules of Professional Conduct Section 1.05; (ii) deliberation of personnel matters pursuant to Tex. Gov't Code § 551.074. The City Council may deliberate and take action in open session on any issue that may be discussed in executive session.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 2nd day of September, 2021 at 6:00 P.M.

Sylvia Carrillo
City Administrator

Administration Report

9.7. 2021



#ITSGOODTOBEHERE

Council Information Requests	Various – See Below
Council Information Requests	<ol style="list-style-type: none">1. Recognition of Award of Grants to Small Businesses2. SFC Quarterly Report3. Salary Survey4. Austin Water Contract5. Capital Improvement Plan and Progress Tracker6. Agenda Planner7. Development Update8. COVID incentive pay9. Lamar Advertising10. Special Projects<ul style="list-style-type: none">• Ampersand• MPN
Issues	<ul style="list-style-type: none">• COVID related illness in SVPD• AISD Mowing of beds along Jones Rd
Resident Information Requests	N/A
Meetings	<p>Zoning Commission –</p> <ul style="list-style-type: none">• Short Term Rentals• Exemptions for “Little Libraries” <p>Budget and Finance</p> <ul style="list-style-type: none">• Reformat reports for future budget meetings• Information requested regarding MIP and alternative software

Upcoming Topics for Agenda or Discussion	<p>9/21</p> <ul style="list-style-type: none"> • Budget Adoption • Hazard pay for employees • Contract review for FY 22 • Job descriptions (JDQ) • Lone Oak Parking Ordinance • Municipal Judge appointment • Financial Policy – Buy Local
Development & Commercial Permitting Activity	<p>Dennis Uniforms (Previously Al's Formal Wear) Chair King (Previously Pier One) Academy Remodel Cava Grill (Previously Zoe's) 6107 Brodie Early Assistance – Site selection process – Restaurant Site 6405 Brodie Early Assistance – Site selection process – Restaurant Site Tesla Charging Station – 5207 Brodie EnviroPlan – Vesting Issue – Commercial Remodel</p>

1. Recognition of Award of Grants to Small Businesses

In July 2021, Council approved grants in the amount of \$10,000 to ten small business in Sunset Valley. Those grants were distributed on August 20, 2021. A few pictures of the happy receipts of LuvThai and Stouthaus are attached here. (Attachment 1)
American Rescue Plan funds were used to support this funding. The City received \$83, 256.08 in the first batch of payments of an estimated \$160,000 due from the American Rescue Plan on August 23, 2021.

2. SFC Quarterly Report

SFC has provided it's quarterly report. It is attached here. (Attachment 2)

3. Salary Survey

Councilmembers Carmona and Rosengarten continue to work on the Salary Survey with the City Administrator and staff. Expected results are prior to final budget adoption.

4. Austin Water Contract

The City continues working with the City of Austin on a revised water contract that would provide much needed relief to the City in terms of infrastructure costs. Staff is working with Legal and Engineering to work through the proposed contract language and expect to meet with COA staff again in late August. Finalization of the contract is expected before the end of the year.

5. Capital Improvement Plan and Progress Tracker

Councilmember Carmona expressed an interest in a new report to Council outlining the progress of capital and other projects. Staff worked with the engineering firm to create new tracking sheets that will be provided to Council every other month. They will begin in October, and report on December, February, April, June, and August. An example report is attached here. (Attachment 3)

6. Agenda Planner

Council has requested a similar tracking sheet as to what Mayor Cardona used to provide. The current Council utilizes Microsoft TEAMS to track work. Staff will provide a look ahead to the agendas in the Upcoming Topics section every Administrative Report.

7. Development Update

Council has requested a similar tracking sheet as to what Mayor Cardona used to provide. Staff will provide this information in the Development & Permitting Activity section of every Administrative Report.

8. COVID incentive pay

The Mayor requested Staff and Legal research the ability to provide incentive pay to staff who chooses to get vaccinated against COVID 19 similar to Travis County with a staff recommendation of \$50 for each dose. The City Attorney is currently researching such ability.

9. Lamar Advertising

Lamar advertising has reached out the Mayor and staff to begin discussion on the possibility of a billboard lease on the Triangle on 290 or other City property for an approximate annual fee to the City of \$25,000. Lamar is currently researching sites and is expected to close the loop with staff on site selection in the next few weeks. Staff will then research the viability and potentially begin discussion on any legislative activities that would be required to bring the project to fruition.

10. Special Projects

- Ampersand
 - Staff continues to work with Ampersand on City “collateral” (fonts, color, etc) for letterhead, the budget, any printed material, etc. Staff also continues to work through the social media and other issues raised by residents.
- MPN
 - Staff was due to begin training and a soft launch of MyPermitNow the week of August 28th, however, the staff who was to do such training was located in Louisiana and devastated by Hurricane Ida. While the software is cloud based and unaffected, the training staff was unable to meet with City Staff. A reschedule date is being planned.
- City Website
 - Staff continues to work through the launch of the new City website. Site mapping and page identification are almost complete.
- IT related Issues
 - Staff continues to work to develop and RFP for IT services.

- The Auditor has requested that staff move away from the existing financial software package (MIP) and move to a more enterprise wide platform such as InCode. The City already uses InCode in utility billing and police. Preliminary discussion with Tyler Technologies, the parent company of InCode reveals a potential break even to current expenses including OpenGov. Tyler has a similar product, Socrata, which is available and would replace OpenGov. The new platform could potentially include a cloud hosted and more secure service in the following:
 - i. Financial Suite (We use MIP)
 - 1. Accounts Payable
 - 2. Accounts Receivable
 - 3. Invoice Tracking
 - 4. Purchase Order Tracking
 - 5. Credit Card/ECheck processing (We do not currently allow eChecks)
 - 6. Budget
 - ii. Utility Billing (Existing customer)
 - iii. Public Safety Suite
 - 1. Tracking
 - 2. Heatmap
 - 3. Brazos Ticket writers (Existing Customer)
 - iv. Municipal Court (Existing customer)
 - v. Human Resources (We do not have a platform)
 - vi. Payroll (We do not have a platform)
 - vii. Socrata (Their version of OpenGov)

The price is estimated to be equal to or less than existing fees. Staff must review the Socrata platform for comparison to OpenGov features.

Public Safety Report

9.7. 2021



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Council Information Requests	N/A
Projects Ongoing or Planned (See project planning sheet)	<ul style="list-style-type: none">• Deployment of portable pole cameras (FY 19-20) budget• Texas Police Chiefs Best Practices Recognition Program• Workplace Safety 1st draft completed• 290 Service Road Tree Trimming Project• October 2021 290 Service Rd Tree Trimming and Cleanup
Issues	<ul style="list-style-type: none">• Police officer vacancies• Parking enforcement in The Villas• Sunset Valley Elementary School Traffic Plan
Resident Information Requests	N/A

Meetings	Public Safety Committee Meeting: September 27, 2021
Upcoming Topics for Agenda or Discussion	
Council Action Requests	

Eyes on Sunset Valley

The department is continuing on ongoing effort to help the city maintain a clean and orderly appearance. On a weekly basis officers are removing abandoned shopping carts and remnants of campsites from public spaces. In addition, our officers are conducting foot patrols of the trails several days each week in order to monitor conditions in the area. Please call the police department at 512.892.1384 and report abandoned property. Officers will impound any identifiable personal property found. The police department and public works will be doing a cleanup of the US Highway 290 easement in Sunset Valley on October 14th and 21st. We will be mowing the frontage road in these areas prior to going out and trimming the trees to bring the canopies up as well as cleaning getting rid of weeds or evasive plants. We plan on making this a regular project for us

New Laws Effective September 1, 2021

Over 600 new laws went into effect on September 1, 2021. Some related to public safety are:

HB 1925: Public camping is against the law. Prior to enforcement police officer make a reasonable effort to inform violator regarding assistance and police must secure the person's property if an arrest is made.

HB 1927: Persons over age 21 may legally carry a handgun without a license to carry and without any mandated firearms training.

SB 24: Requires police departments to review the files of applicants prior to hiring.

Police Department Phone

The police department phone line has been updated and is now more user friendly. Callers now have the option of leaving a message or remaining on the line and being directed to a dispatcher. In addition, voice messages are sent to the receiver's email so that they can be returned more efficiently. Residents are reminded to please call 911 for in-progress calls.

Public Works Report

September 7th, 2021

J. Horry, Public Works Director

Carolyn Meredith, Parks and Natural Resource Manager



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Maintenance Technician, Duncan Moore, has passed his exam for his Class D Water License.

<p>Projects Ongoing or Planned (see project tracking sheet)</p>	<ul style="list-style-type: none"> • City Hall Pump Repairs-Chasco Investigating Repair to Pump Discharge. Pump is now in service. Flow sensor has been repaired. UniVista has completed the server development. Toro has inspected the computer system. Awaiting coordination with Chasco for final implementation. • Lift Station Repairs-Awaiting TCEQ Approval • AMI Meter Pilot Program will begin in September-possible delay due to computer chip shipping delays. • Violet Crown Trail-The City of Austin will be bidding the project in August for the section of trail from Home Depot BLVD to Mopac. Construction could begin in December. • LCRA water contract-In process • Painting of No Parking Zones on Sunflower Trail
<p>Completed Maintenance Items</p>	<ul style="list-style-type: none"> • Cleaned Lift Station • General City Maintenance • Brush Grinding at Storage Yard • Cleaning and Inspection of Sewer Lines • Fire Hydrant Painting
<p>Utility Project Assistance/Oversight</p>	<ul style="list-style-type: none"> • Working with vendors and other organizations on agreements for mutual aid and assistance. • Terracon has begun monitoring the City Hall Pond.
<p>Resident Information Requests</p>	<ul style="list-style-type: none"> • Storage Yard Access Card Requests • Tree Inspections/Removal Permits • Development Requests
<p>Meetings</p>	<ul style="list-style-type: none"> • Website Planning • Planning and Environmental Committee Meeting
<p>Upcoming Topics for Agenda or Discussion</p>	

CITY COUNCIL DATE: SEPTEMBER 7, 2021



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CITY COUNCIL AGENDA ITEM #5

STAFF PREPARER:

MATT LINGAFELTER, CITY SECRETARY mlingafelter@sunsetvalley.org

SPONSOR: MAYOR BRUNER/ADMINISTRATION

SUBJECT: ADMINISTRATION - MINUTES

DESCRIPTION: Consider and act on approval of the minutes from the August 17, 2021 regular meeting.

BACKGROUND: N/A

APPLICABLE CODE SECTIONS: N/A

FUNDING: N/A

STAFF RECOMMENDATION: APPROVE

SUPPORTING MATERIALS PROVIDED: DRAFT MINUTES 08.17.21



MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
AUGUST 17, 2021
6:00 P.M.

This meeting was held virtually at: <https://attendee.gototraining.com/r/8073123861831682050>

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
Tom Turk, City Engineer
Gary Freeland, City Engineer
Barbara Boulware-Wells, City Attorney
Suzanna Fleegal, Accountant

1. Call to order of the City Council.

- Mayor Bruner called the meeting to order at 6:00 P.M.

2. Citizen/Public Communication:

- Julia Goeway Ruiz with the Sunset Valley Elementary PTA
- Rudi Rosengarten

3. Staff Reports

- Sylvia Carrillo, City Administrator, delivered the Administrative Report
 - Comment from Council Member Carmona
- J. Horry, Public Works Director, delivered the Public Works Report
 - Comment from Council Member Johnson
 - Question from Mayor Pro tem Medicus
- Chief Carter delivered the Public Safety Report
- Mayor Bruner addressed the November Election and Council Member Candidates

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

Council Member Rosengarten made a motion to approve Agenda Items #5, with corrections submitted by Council Member Carmona, 6, 11 and 12, seconded by Mayor Pro tem Medicus. There was a brief discussion on the corrections to the Minutes from the August 3, 2021 regular meeting. All voted in favor and the motion carried

THIS IS NOT A TRANSCRIPT OF THE MEETING. A RECORDING OF THIS MEETING IS ON THE CITY'S WEBSITE.

Council Member Rosengarten made a comment on the Capital Improvements Plan (CIP).

Items Which May Be Considered and Acted on Consent

5. **Consider and act on approval of the minutes from the August 3, 2021 regular meeting. *Item Approved on Consent, with corrections***
6. **Consider and act on approval of the City intervening in the gas utilities applications filed with the Railroad Commission to collect the incremental gas costs incurred during Winter Storm Uri from rate payers through a form of financing referred to as securitization. (Mayor Bruner/Administration) *Item Approved on Consent***

Presentation Items for Discussion – No Action

7. **Presentation and discussion on core concepts and key ideas from the July 31st Joint Council-Committee Work Session. (Mayor Bruner/Mayor Pro tem Medicus)**
 - Mayor Bruner introduced this agenda item
 - Comments from Mayor Pro tem Medicus
 - Comments and discussion from Council Members
 - Next steps include getting feedback from the current standing Committees, with possible changes coming back to Council at the first meeting in October
 - Public Comments:
 - Clayton Stice, Chair of the CED Committee
 - Melissa Gonzales
8. **Presentation and discussion on the Mayor's Budget for Fiscal Year 2022. (Mayor Bruner/Administration)**
 - Mayor Bruner introduced this agenda item and discussed his proposed budget for FY22, which will return for a Public Hearing on September 7th
 - Sylvia Carrillo requested that if Council Members or the public have formatting edits or suggestions to please address them to staff at this time
 - Sylvia Carrillo illustrated the budget process in Open Gov
 - Comments and discussion from Council Members on the proposed budget
 - PTA request, general vs. specific farmers market marketing, CIP details, salaries and contractual services review, job description for "Economic Development/Business/Community Liaison" itemized differences between Budget & Finance Committee recommendations versus the Mayor's proposals
 - Cost sheet for Software Maintenance Fees
 - Public Comments:
 - Justin Litchfield
 - Melissa Gonzales

Presentation Items for Discussion and Possible Action

9. **Consider approval of a Final Subdivision Plat at 4602 Stearns Lane – Time Certain 7:00 P.M.**
 - Mayor Bruner opened the Public Hearing at 7:01 P.M.

THIS IS NOT A TRANSCRIPT OF THE MEETING. A RECORDING OF THIS MEETING IS ON THE CITY'S WEBSITE.

- Presentation by Sylvia Carrillo
- Comments from Council Member Rosengarten
- Mayor Bruner closed the Public Hearing at 7:06 P.M.

Council Member Rosengarten made a motion to approve a Final Subdivision Plat at 4602 Stearns Lane, seconded by Mayor Pro tem Medicus. All voted in favor and the motion carried.

10. Presentation, discussion and possible adoption of the Community Wildfire Protection Plan. (Public Safety/Public Works)

- Council Member Johnson addressed some edits he suggested to Carolyn Meredith for the Plan
- Comments from Carolyn Meredith, Parks & Natural Resources Manager
- Comments and discussion from Council Members

Council Member Johnson made a motion to adopt the Community Wildfire Protection Plan incorporating the edits presented by Council Member Johnson and additional edits provided by Council Member Carmona regarding fire hydrants on Pillow Road, seconded by Council Member Reetz.

Mayor Pro tem Medicus thanked everyone who worked on updating the Plan. All voted in favor and the motion carried.

11. Presentation, discussion and possible approval of the Capital Improvement Projects (CIP) Plan. (Mayor Bruner/Public Works) *Item Approved on Consent*

12. Consider and act on approval of a Watershed Development Permit and Site Plan for the Jones Road Drainage Project at the intersection of Jones Road and Sunset Trail, and the release of bids. (Mayor Bruner/Public Works) *Item Approved on Consent*

13. Consider and act on approval of an Ordinance amending Chapter 72 of the Code of Ordinances to restrict parking on the southern end of Lone Oak Trail adjacent to 37 Lone Oak to no parking along the street except by residential permitting. (Mayor Bruner/Administration)

- Mayor Bruner introduced this agenda item
- Brief presentation by Carolyn Meredith

Mayor Pro tem Medicus made a motion to extend the meeting past 9:00 P.M. seconded by Council Member Johnson. All voted in favor and the motion carried.

- Comments and questions from Council Members
- Additional comments from Carolyn Meredith, and comments from Chief Carter
- Additional discussion from Council Members
- Citizen/Public Comments:
 - David Lapham
 - Liz Stice
 - Sophie Gamwell

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- Richard Hayes
- Justin Litchfield
- John Papola

Mayor Pro tem Medicus made a motion to post clear signage at 37 Lone Oak to indicate that parking for trail access is located at City Hall, and staff was directed to monitor the situation with regards to parking and trail usage, seconded by Council Member Rosengarten. All voted in favor and the motion carried.

Executive Session Items – Possible Action in Open Session

14. 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 the City's Legal Counsel concerning legal issues.

- Council did not convene into Executive Session

15. Reconvene into Open Session.

16. Adjourn

Council Member Carmona made a motion to adjourn, all voted in favor, and the meeting was adjourned at 10:00 P.M.

Marc Bruner
Mayor

Attest:

Matt Lingafelter
City Secretary

Minutes approved on August 17, 2021

CITY COUNCIL DATE: SEPTEMBER 7, 2021



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CITY COUNCIL AGENDA ITEM #6

STAFF PREPARER:

SYLVIA CARRILLO, CITY ADMINISTRATOR, SCARRILLO@SUNSETVALLEY.ORG

SPONSOR: MAYOR BRUNER/ADMINISTRATION

SUBJECT: ADMINISTRATION – LAND DEVELOPMENT CODE – SIGN VARIANCE

DESCRIPTION: Consider a request from the Sunset Valley Elementary PTA for a variance from Chapter 14 Sign Regulations, Sections 14.706(b) and 14.707(a), for a series of banner signs to be installed along the fence at Sunset Valley Elementary School to recognize school sponsors; and, request for variance from Sections 14.505 and 14.805 to waive \$350 in associated fees. (Mayor Bruner/Administration)

BACKGROUND: The Sunset Valley Elementary PTA is requesting variance from the City's sign regulations for a fundraising activity for the school. If approved, the PTA will hang vinyl banners along the fence facing MSgt. Horigan Trail purchased to advertise school sponsors. Each banner will be 3 ft. X 4 ft. and have the same design, which would include the sponsor's logo. Up to 25 separate banners will be displayed for one year. Similar Variances have been granted by Council in the past, the last in July of 2019 ([see hyperlinked Agenda Item here](#)). In Sunset Valley, banners are permitted temporary signs, as described in Chapter 14 of the Land Development Code. However, this planned installation falls outside of the regulations available to be permitted administratively and can only be approved through a Council variance.

Section 14.706 (b) General Criteria Related to Temporary Signs Requiring a Permit states that banners not affixed to the building are not permitted.

The proposed banners are to be hung along the chain link fence on MSgt Horigan Trail, not on the building.

Section 14.707 (a) Specific Criteria Related to Temporary Signs Requiring a Permit states that One (1) banner is allowed per lease space attached to a building for a period not to exceed thirty (30) days with a maximum of two banners per calendar year. The banner shall not exceed 75% of the storefront width. Banner size can be .5 square feet for everyone (1) foot of width of building or lease space not to exceed sixty (60) square feet.

The PTA is proposing to hang up to 25 banners for one year, exceeding the number and time limit provided by the code. Each banner is 12 sq. ft.

Last, Sections 14.505 and 14.803 require applicants for sign permits and variance requests to Council to provide payment. The Sunset Valley PTA requests the Council to waive the fees associated from both the permit application (\$100) and the variance to Council (\$250)

FINDINGS FOR COUNCIL APPROVAL :

Section 14.801 provides that the City Council may authorize a variance to the regulations of Chapter 14. Before the City Council acts on a variance application, the applicant must prove physical hardship and the Council must find:

- i. There are special circumstances or conditions applying to the land, buildings, topography, vegetation, sign structures or other matters on adjacent lots or within the adjacent right of way which would substantially restrict the effectiveness of the sign in question; provided, however, that such special circumstances or conditions are unique to the particular business or enterprise to which the applicant desires to draw attention, and do not apply generally to all businesses or enterprises;
- ii. That such special circumstances were not created by the applicant or anyone in privy to the applicant;
- iii. That the granting of the variance will be in general harmony with the purposes of this Chapter, and will not be materially detrimental to the persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general;
- iv. The variance applied for does not depart from the provisions of this Chapter any more than is required to identify the applicants business or use

APPLICABLE CODE SECTIONS: [LDC Chapter 14 – Sign Regulations](#)

FUNDING: N/A

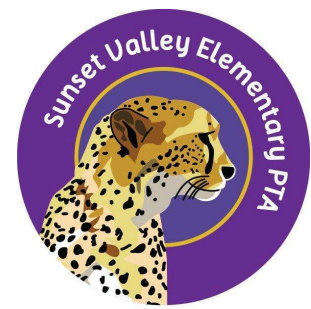
STAFF RECOMMENDATION: If council agrees with the findings as submitted by the applicant the following staff recommendations would be further conditions on approval:

1. An approved permit will be issued allowing for up to twenty-five (25), 3 ft. by 4 ft. banners to be displayed along the school's fence facing MSgt. Horrigan Trail with the design as presented to the City Council.
2. Banners will be securely fastened to the fence at all four (4) corners.
3. Banners under this permit will be displayed beginning September 8, 2021 and removed on or before August 15, 2022.
4. If a banner is damaged, hanging incorrectly, or has been vandalized, it will be fixed, or removed and replaced within one week of notification.

SUPPORTING MATERIALS PROVIDED:

Letter from Applicant 08.18.21

[Council-approved Variance 2019](#) (hyperlinked)



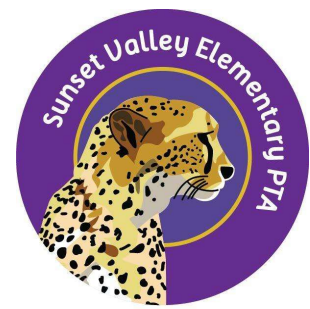
August 18, 2021

Dear City of Sunset Valley Council Members,

The Sunset Valley Elementary PTA is respectfully requesting permission to hang banners along our school fencing again this year in order to help us provide more monetary support to the school. In 2018-2019 and 2019-2020 we were able to increase our sponsorships considerably by offering businesses a year-long advertisement opportunity through a vinyl banner, and we hope even more businesses will sponsor the PTA in the 2021-2022 year. More business sponsorships will allow us to provide better support to the many needs of Sunset Valley Elementary School, including providing a large amount of support for our teachers as they navigate continued pandemic related stressors in the classrooms. These vinyl banners would hang for one PTA year, which would be September 7, 2021 to August 15, 2022. We will hang no more than 25, 4ft by 3ft vinyl banners during this time. If a business decides to sponsor after August 15th, their vinyl banner will be hung within one month of sponsorship and will still be removed August 15, 2022. If a banner is damaged, hanging incorrectly, or has been vandalized, it will be fixed or removed and replaced within one week of the finding of the damage.

We are requesting variance to Chapter 14, sections 14.706(b) and 14.707(a) in regards to the following:

- i. Section 14.706(b)-Banners may not be affixed to anything but a building. Due to the unique nature of our school building and where we will receive optimal visibility, we are unable to hang vinyl banners on our school building. A more appropriate place for ease of hanging and visibility to the community are the fences along the West side of our school playground (MSgt. Horrigan Trail). In this location, where many of our families park, queue for pick up, and across from the Toney Burger center where many events happen, we will receive optimal visibility for our sponsors.
- ii. Section 14.707(a)—Only one banner is allowed, not to exceed 30 days. We request variance from this, as it is the key component of us being able to use these banners to help us raise funds. First, we need to be able to get multiple sponsors in order for us to raise needed funds. Second, in order for this to be enticing to a business, we need to be able to have their banner be visible for an extended period of time. For this reason, we are requesting the hanging of



no more than 25 vinyl banners for the period of one year from September 7, 2021-August 15, 2022.

In addition to the variances above, we would also like to request not to pay the \$100 sign permit fee and the \$250 fee for the Council to consider the variance. As a non-profit PTA, all of our funds are highly needed by the school and we would appreciate being able to not pay those fees in order to give as much money as possible directly to the school to fund initiatives there.

Please also consider our proof our hardship:

- i. There are special circumstances or conditions applying to the land, buildings, topography, vegetation, sign structures or other matters on adjacent lots or within the adjacent right of way which would substantially restrict the effectiveness of the sign in question; provided, however, that such special circumstances or conditions are unique to the particular business or enterprise to which the applicant desires to draw attention, and do not apply generally to all businesses or enterprises;

As an elementary school, it is difficult and not visible to hang vinyl banners on our school building. We have many things blocking the view to our building including a covered walkway, large trees, and sheds. We are seeking to draw the attention of parents and families who park along MSgt. Horrigan Trail and visitors to Toney Burger Center, which means the playground fencing along MSgt. Horrigan Trail will provide us the most visibility and ease of hanging the banners.

- ii. That such special circumstances were not created by the applicant or anyone in privy to the applicant;
The location and nature of the school building were not created by the Sunset Valley PTA and are a function of how the building was constructed originally.
- iii. That the granting of the variance will be in general harmony with the purposes of this Chapter, and will not be materially detrimental to the persons residing or working in the vicinity, to adjacent property, to



the neighborhood or to the public welfare in general;

We feel the granting of this variance is in harmony with the purposes of the City of Sunset Valley to provide support of Sunset Valley Elementary School. A successful elementary school in Sunset Valley is good for the community of Sunset Valley and the allowing of these signs will help the PTA promote the success of Sunset Valley Elementary School. We also do not feel the placement of these banners will be detrimental to anyone working or residing within the vicinity. No houses are along MSgt. Horrigan Trail and we do not feel Toney Burger Center, an AISD owned facility, would feel any detriment from banners that show support to an AISD school.

- iv. The variance applied for does not depart from the provisions of this Chapter any more than is required to identify the applicants business or use;

We have varied from the provisions of this Chapter only in the required areas needed for us to implement our sponsorship benefits.

We, the Sunset Valley Elementary PTA, thank you for considering our request. We appreciate the ongoing support from the City of Sunset Valley and look forward to a continued partnership with you.

Sincerely,

Julia Goewey Ruiz

Julia Goewey Ruiz, Proud SVE Parent
SVE PTA President 2021-2022

CITY COUNCIL DATE: SEPTEMBER 7, 2021



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CITY COUNCIL AGENDA ITEM #7

STAFF PREPARER:

SYLVIA CARRILLO, CITY ADMINISTRATOR, SCARRILLO@SUNSETVALLEY.ORG

SPONSOR: MAYOR BRUNER/ADMINISTRATION

SUBJECT: ADMINISTRATION – HUMAN RESOURCES POLICY

DESCRIPTION: Consider and act on amending the City of Sunset Valley Human Resource Policy to include recently adopted HB 2073, requiring cities to create a policy addressing paid leave for officers, fire fighters, and EMTs that are ordered to quarantine due to COVID-19. (Mayor Bruner/Administration)

BACKGROUND: The Texas legislature recently approved HB 2073 which requires cities to create a policy addressing paid leave for officers, fire fighters, and EMTs that are ordered to quarantine due to COVID 19 exposure or illness. The policy would need to be incorporated into our existing personnel policy.

The bill's requirements is not different that what Sunset Valley is currently operating under. The difference is that as a city, all of our personnel is classified as first responders and as such have adopted this policy for all staff. The Governor's current mandate not requiring masks or other protection against COVID 19 leave all staff in a vulnerable position as our doors are always open to residents and the public. Further the COVID relief bill was tied to the [Family First Families First Coronavirus Response Act](#) which required payment to employees of public entities and was further extended under the American Rescue Act.

While HB 2073 only considers Public Safety personnel, it is imperative that Sunset Valley consider all employees to be covered in line with the Family First Act.

APPLICABLE CODE SECTIONS: City of Sunset Valley Human Resources Manual.

FUNDING: Funding is already incorporated into the salary calculation. There are currently 23 employees who have a combined total of 3751 sick and 2018 vacation hours. Only a limited portion of these hours would be docked under the COVID regulations.

STAFF RECOMMENDATION: Incorporate HB 2073 into the Human Resource Manual, but also include all staff.

SUPPORTING MATERIALS PROVIDED:

- HB 2073
- FAMILY FIRST CORONAVIRUS RESPONSE ACT



Wage and Hour Division

Families First Coronavirus Response Act: Employee Paid Leave Rights

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.^[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.^[2]

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:^[3]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). ^[4]

[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.



An agency within the U.S.
Department of Labor

200 Constitution Ave NW
Washington, DC 20210
[1-866-4-US-WAGE](tel:1-866-4-US-WAGE)
[1-866-487-9243](tel:1-866-487-9243)
www.dol.gov

FEDERAL GOVERNMENT 

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[Coronavirus Resources](#)
[Severe Storm and Flood Recovery Assistance](#) [Español](#)
[Disaster Recovery Assistance](#)
[DisasterAssistance.gov](#)
[USA.gov](#)
[No Fear Act Data](#)
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City of Sunset Valley



Human Resources Policy Manual

Adopted 07-06-2010

Amended	11-15-2011	Section 13.01
Deleted	03-06-2012	Section 9.11
Amended	03-06-2012	Section 14.12
Deleted	07-10-2012	Section 14.11
Amended	01-08-2013	Section 2.10
Amended	10-08-2013	Section 14.05
Added	09-01-2015	Section 9.15
Amended	03-24-2020	Section 9.03

Employees shall immediately report back to their work stations when they are finished voting or are released from their court obligations.

Full-time employees shall be allowed, with supervisory approval as to scheduling, up to two hours time off to vote in local, state, or federal elections without deduction from pay or leave time. All time must be scheduled with prior approval from supervisors. No inquiry will be made regarding an employee's political affiliation nor will political considerations affect an employee's job status. Employees should coordinate taking time off necessary to vote with their supervisors prior to taking leave.

14.04 USING LEAVE IN COMBINATION

Unless an employee who is on medical leave requests leave without pay upon exhaustion of the medical leave, he or she may be placed on vacation status until vacation time is exhausted. Medical leave cannot be used for vacation purposes.

14.05 PAID MEDICAL LEAVE

Full-time regular employees will accrue paid medical leave at the rate of one day for every month of continuous service. Part-time regular employees will earn paid medical leave on a pro rata basis determined by the hours usually assigned per week. Medical leave earned will be credited at the end of each month. In computing medical leave for the first and last month of employment, the employee must have worked fifteen (15) calendar days or more to accrue any medical leave for that particular month.

Medical leave may not be taken in advance of being earned.

In emergency situations, the employee must use other leave time if the employee has exhausted his or her paid medical leave.

Medical leave is authorized for the personal illness, injury or physical disability of employees or to permit employees to care for family members who are ill, injured or disabled. Family members include children (including foster children), grandchildren, parents, grandparents, spouse and domestic partner of the employee. For the purposes of this section, a domestic partner is an individual who lives in the same household and shares the common resources of life in a close, personal, intimate relationship with a City employee, if under Texas law, the individual would not be prevented from marrying the employee on account of age, consanguinity, or prior un-dissolved marriage to another. A domestic partner may be of the same or opposite gender as the employee. An employee may only have one spouse or domestic partner at any time.

No payment shall be made for accrued unused medical leave upon termination of an employee's employment with the City.

Department Heads may require satisfactory proof of illness, injury or disability, and may disallow medical leave in the absence of a physician's statement. A physician's statement is generally required in all cases for medical leave in excess of three (3) consecutive days.

Employees shall not willfully use medical leave for purposes other than those intended in these policies.

The City Administrator or his/her designee shall maintain accurate records of medical leave credits and use. Department Heads are responsible for approving medical leave. [The City Administrator is responsible for approving use of medical leave by Department Heads.] Employees on leave of absence exceeding thirty (30) consecutive calendar days (paid or unpaid) cease earning additional medical and vacation leave upon commencement of their leave of absence, and resume accruing said leave upon their return to work.

If medical leave is taken due to injury, disability or illness of the employee, the City may require a medical clearance to return to work.

Medical leave may accrue up to a maximum of 528 hours, after which no further medical leave shall accrue.

**14.06
FAMILY AND MEDICAL LEAVE (FMLA)**

In compliance with the Family and Medical Leave Act (FMLA) The city offers eligible employees up to twelve (12) weeks of unpaid leave per year (except to the extent of use of accrued paid leave or Sick Pool benefits, as applicable) for the birth, adoption, or foster care of a child, or because the employee or a spouse, parent, or child of the employee has a serious illness, all as provided by the Family and Medical Leave Act. Employees must utilize all accrued applicable paid leave while taking leave pursuant to the FMLA, unless they are receiving temporary disability or workers' compensation benefits. The use of any accrued paid leave during a qualified FMLA leave shall not extend the duration of the leave required by the FMLA - The 12 weeks of leave shall be inclusive of any paid leave used during the FMLA qualified absence.

For purposes of this policy, an eligible employee is one who has been employed by the city for at least 12 months, and who has worked at least 1,250 hours during the preceding 12 months. When calculating the required 12 months of city employment for FMLA eligibility, all city employment will be counted and it need not be continuous. The 1,250 hours refers to hours actually worked the year prior to the leave and does not include any paid time off.

An eligible employee is entitled to a total of 12 work-weeks of leave during a 12-month period. The 12-month period begins on the first day of FMLA designated leave for a qualifying event. Qualifying events are defined by the FMLA.

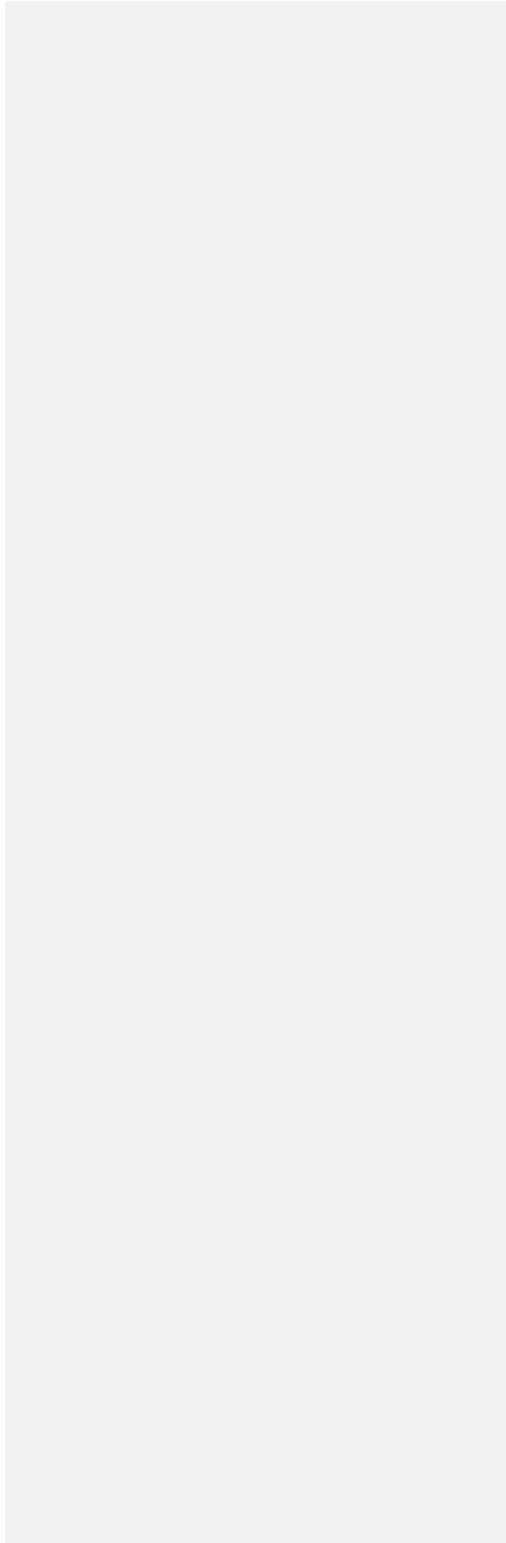
Additional information regarding FMLA leave may be obtained by contacting the City Administrator or his/her designee.

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14.06.01

PAID QUARANTINE LEAVE FOR ALL PERSONNEL (Future Section)



14.07**BEREAVEMENT LEAVE**

Regular full-time and part-time employees may be granted bereavement leave with pay for a period not to exceed three (3) working days in case of death in their immediate family. This leave will not be charged against medical leave or vacation leave. Immediate family includes the employee's spouse, domestic partner (as defined in Section 14.05), or the child, parent, grandparent, brother or sister of the employee or the employee's spouse. The City Administrator or his/her designee shall maintain a record of each employee's bereavement leave.

14.08**MILITARY LEAVE**

- (a) Paid leave not to exceed 120 hours per calendar year shall be granted to an employee for a period that the employee is called to active duty as a member of the National Guard or Reserve component of the United States Armed Services.
 - (b) Unpaid leave shall be granted for a period of active duty described in subparagraph (a) that exceeds 120 hours in a calendar year. Unpaid leave shall also be granted for regular inactive duty services in a Reserve component of the United States Armed Services provided that the employee gives two (2) weeks advance notice of any such regular inactive duty to the City Administrator or his/her designee.
 - (c) An employee may use any accrued unused vacation, holiday or compensatory hours during any unpaid leave allowed pursuant to subparagraph (b)
 - (d) An employee preparing to take a leave allowed pursuant to subparagraph (a) or (b) shall provide to the City Administrator or his/her designee copies of military orders or other appropriate certification for placement in the employee's file.
 - (e) An employee's medical and vacation leave shall continue to accrue while he/she is on a leave described in subparagraph (a) or (b), provided that the employee continues his/her employment with the City at the end of such leave. The employee shall notify the City of the employee's intention to return to work with the City not later than two weeks after the employee's discharge from a leave described in subparagraph (a). Failure to provide such notice will result in a forfeiture of any leave or benefits accrued.
 - (f) The City shall comply with all applicable law regarding leave for military service, including but not limited to applicable provisions of USERRA.
-

14.09**EXTENDED LEAVE OF ABSENCE WITHOUT PAY**

The City Administrator may, in unusual circumstances, or in the case of illness or disability when an employee exhausts all paid medical leave, allow unpaid leave, which, when combined with paid leave already provided, does not exceed the maximum period of absence allowed by these policies.

CITY COUNCIL DATE: SEPTEMBER 7, 2021



#ITSGOODTOBEHERE

CITY COUNCIL AGENDA ITEM #8

STAFF PREPARER:

SYLVIA CARRILLO, CITY ADMINISTRATOR, SCARRILLO@SUNSETVALLEY.ORG

SPONSOR: MAYOR BRUNER/ADMINISTRATION

SUBJECT: ADMINISTRATION – FINANCE- FISCAL YEAR 22 BUDGET

DESCRIPTION: Public Hearing on the Fiscal Year 2022 Budget – Time Certain 7:00 P.M.
(Mayor Bruner/Administration)

- A. Budget Public Hearing for FY22
- B. Council deliberation and possible action on the FY22 Budget – the Budget is scheduled for adoption on September 21, 2022
 - i. Ampersand Recommendation - Social Media/Content Management and Oversight – Contract for FY22

BACKGROUND: Chapter 102 of the Local Government Code requires public notice and public hearing before a final budget is adopted by a local government. This is the first public hearing meeting that requirement.

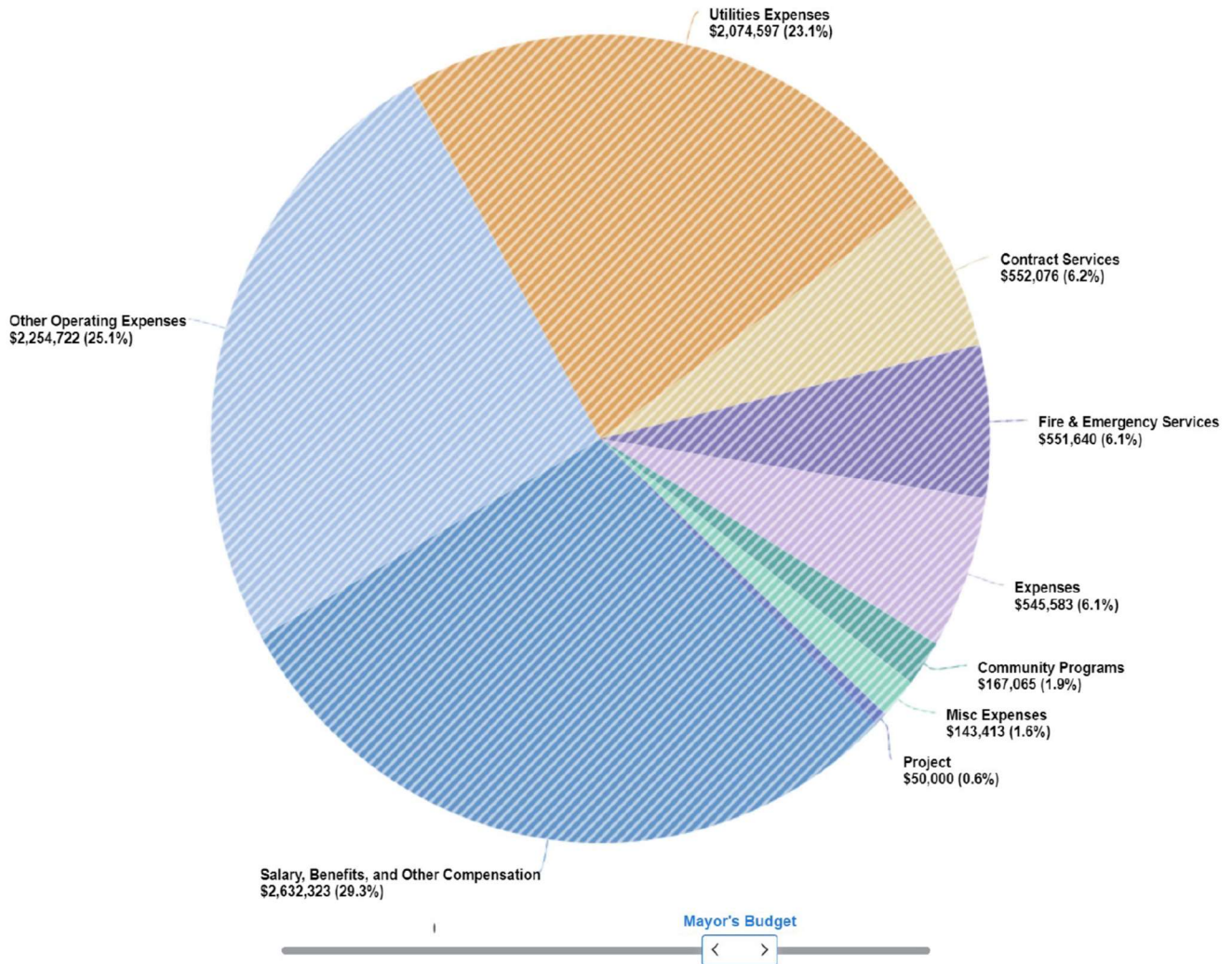
This budget began with the Budget & Finance Committee back in May 2021 and was presented to the Mayor on 8/6/2021. The proposed expenses for all funds totals \$8,971,419 including a CIP & Project budget of \$1,941,130. The mayor's budget is higher in expenses. These differences mainly occur in HOT Funds with the Ampersand recommendations, and salary increases expected in General Funds.

The full budget in digital form can be found [here](#).

A digital budget book can be found [here](#).

Sunset Valley		
FY22 Proposed Budget		
	Budget & Finance Recommended Budget	Mayor's Budget
Revenues	\$ 9,893,296.00	\$ 9,995,264.00
Expenses	\$ 8,608,530.00	\$ 8,971,419.00
Revenues Less Expenses	\$ 1,284,766.00	\$ 1,023,845.00

Budget Summary



APPLICABLE CODE SECTIONS: City of Sunset Valley Code of Ordinances, Local Government Code Chapter 102

FUNDING:

FY 22 Proposed Budget		
Revenue Source	Budget & Finance Recommended Budget	Mayor's Budget
Sales Tax Revenue	\$5,653,132.00	\$5,653,132.00
Operating Transfers	\$1,828,392.00	\$1,930,360.00
Utility Sales	\$1,051,962.00	\$1,051,962.00
Subsidy	\$ 689,493.00	\$ 689,493.00
Interest Revenue	\$ 254,725.00	\$ 254,725.00
Hotel Occupancy Tax	\$ 167,565.00	\$ 167,565.00
Franchise Fees	\$ 76,861.00	\$ 76,861.00
Misc Revenues	\$ 74,178.00	\$ 74,178.00
Court Fees and Fines	\$ 35,183.00	\$ 35,183.00
Mixed Beverage Tax	\$ 32,795.00	\$ 32,795.00
Permits	\$ 29,010.00	\$ 29,010.00
Total	\$9,893,296.00	\$9,995,264.00

SUPPORTING MATERIALS PROVIDED:

- [DIGITAL BUDGET BOOK](#)



Local Hotel Occupancy Tax (HOT Fund) Grant Follow-up Report

Date: 08/12/2021

Organization Information

Name of Organization: Sustainable Food Center

Address: 2921 E 17th St. Bld C

City, State, Zip: Austin, TX 78702

Contact Name: Gabriel Ornelas Phone Number: 512-417-9003 (cell)

Email address: gornelas@sustainablefoodcenter.org

Event, Program, or Activity Information

Name of Event, Program, or Activity: SFC Farmers' Market

Date(s) Held: 04/03/21, 04/10/21, 04/17/21, 04/24/21, 05/01/21, 05/08/21, 05/15/21, 05/22/21, 05/29/21, 06/05/21, 06/12/21, 06/19/21, 06/26/21

Location Held:

Sunset Valley Elementary: 04/03/21, 04/10/21, 04/17/21, 04/24/21, 05/01/21, 05/08/21, 05/15/21, 05/22/21, 05/29/21

Toney Burger Center: 06/05/21, 06/12/21, 06/19/21, 06/26/21

Amount Requested \$10,000 Amount Received \$10,000

How were the funds used? The funds are being/will be used for a campaign to advertise and promote the SFC Farmers' Market in Sunset Valley.

Event, Program, or Activity Expenditure Information

1. Actual percentage of funded event costs covered by hotel occupancy tax. Approximately 15%
2. Actual percentage of facility costs covered by hotel occupancy tax (if applicable).
3. Actual percentage of staff costs covered by hotel occupancy tax (if applicable).
4. If staff costs were covered, estimate of actual hours staff spent on funded event:
5. Did the event charge admission? Was there a net profit from the event? If there was a net profit, what was the amount and how is it being used? There is no admission fee for the public to attend.

HOT Fund Expenditure Summary Amount Awarded:

Expenditures by Fund (invoices attached):

1. Convention Centers and Visitor Information Centers
2. Registration of Convention Delegates
3. Advertising, Solicitations and Promotions that Directly Promote Tourism and the Lodging Industry: Facebook Advertisement (see attached receipt)
4. Promotion of the Arts the Directly Promote Tourism
5. Historical Restoration and Preservation Activities
6. Funding certain expenses related to a sporting event
7. Signage directing tourists to sights and attractions

Total Expenditures (April – June): \$300.00

Amount Unspent: \$9,533.51

Please explain the reason for any unspent HOT funds and the plans/schedule for spending those funds:

Our efforts for advertising came to a halt in February as we had to cancel markets and readjust to reopen. In early March, our site at Burger Center closed temporarily while the Burger Center would be used as a Covid vaccination site. We again halted our plans as there was uncertainty as to where the Sunset Valley location would be and were displaced for 3 weeks. In early April we moved to Sunset Valley Elementary with the intent of it being a temporary stay. Efforts for the remaining funds are targeted for remaining months now that the market is back at Toney Burger Center permanently and as the latter part of summer approaches when the market tends to slow down due to hot weather.

Attendance Information

1. How many people did you predict would attend this event? (Number submitted in application for hotel occupancy tax funds).

2. What would you estimate as the actual attendance? 600-700 per market day
#Sunset Valley Residents 8% #Outside Sunset Valley Area 92% (21% of that 92% reported 78745)

3. How many room nights were generated at Sunset Valley lodging establishments by attendees? N/A as is the market is a weekly market for the local community

4. What method did you use to determine the number of people who booked rooms at Sunset Valley lodging establishments (e.g.; room block usage information, survey of hoteliers, etc.)? N/A

5. Was a room block established for this event at a Sunset Valley lodging venue? **NO**

of rooms blocked: N/A

Promotion Information

1. Please check all efforts your organization actually used to promote this Event, Program, or Activity and how much was actually spent in each category:

Newspaper \$ \$300.00 Radio \$ _____ TV \$ _____

Other Paid Advertising: \$ _____

Number of Press Releases to Media:

Other Promotions: Weekly SFC web site updates on the market at Sunset Valley as well on SFC social media channels (Twitter, Instagram and Facebook)

2. Did you include a link to the Sunset Valley web-page? Sunset Valley lodging venues web-pages, or other source in your promotional handouts and on your website for booking hotel nights during this event? No

List the Websites:

3. Did you negotiate a special rate or hotel/event package to attract overnight stays? No

4. What new marketing initiatives did you utilize to promote lodging venue activity? N/A

5. Please attach samples of documents showing how the City of Sunset Valley and lodging industry was recognized in your advertising/promotional campaign. No samples to provide

Additional Information

What Sunset Valley businesses did you utilize for food, supplies, materials, printing, etc.? None as of this time.

This form must be submitted no later than 60 days after the funded event to:

**City Secretary
City of Sunset Valley
3205 Jones Road
Sunset Valley, TX 78745 CitySecretary@sunsetvalley.org**

Attachment 1

From: [Lori Comstock](#)
To: [Sunset Valley](#)
Cc: [Sunset Valley](#)
Subject: FW: Thank you
Date: Friday, August 27, 2021 8:23:28 AM

Please see the note below.

LHH COMSTOCK
Utility Billing: Accounts Payable
(512) 890-1283
lcomstock@sunsetvalley.org
3300 Jones Rd
Sunset Valley, TX 76145

From: James Hughes <james@stouthauscoffee.com>
Sent: Thursday, August 26, 2021 9:30 PM
To: Lori Comstock <lcomstock@sunsetvalley.org>
Cc: Sandy Hughes <thesandyhughes@gmail.com>; Marc Bruner <mbruner@Sunsetvalley.org>
Subject: Thank you

Hi Lori,

Please express our sincerest thanks to all over at city hall!

We're so grateful for the support, and to be part of this community.

All the best,

James & Sandy



Sent from my iPhone



On Aug 16, 2021, at 1:14 PM, Nee Oranee <neeoranee23@hotmail.com> wrote:
I would be grateful if you could check the office. My name will be added to the list.
Thank you
Nee Oranee nee@photon

On Aug 16, 2021, at 1:11 PM, Mark Longphier <marklongphier@consulate.hanoi.vietnam> wrote:
Let's working seriously.
Mark Longphier
Consulate General Administration
(031) 230 2300 ext. 230
(031) 230 2300 ext. 230
marklongphier@consulate.hanoi.vietnam
marklongphier@gmail.com

From: Nee Oranee <neeoranee23@hotmail.com>
Sent: Sunday, August 16, 2021 1:09PM
To: Mark Longphier <marklongphier@consulate.hanoi.vietnam>
Subject: Visa for Thailand

Hi Mark, I would be grateful if you could check the office. My name will be added to the list.
Thank you
Nee Oranee nee@photon

On Aug 16, 2021, at 1:10 PM, Mark Longphier <marklongphier@consulate.hanoi.vietnam> wrote:
Hi Nee, I have updated your name on the waiting list.
Let's work seriously on this.
Thank you
Mark Longphier
Consulate General Administration
(031) 230 2300 ext. 230
(031) 230 2300 ext. 230
marklongphier@consulate.hanoi.vietnam
marklongphier@gmail.com

From: Nee Oranee <neeoranee23@hotmail.com>
Sent: Sunday, August 16, 2021 1:09PM
To: Mark Longphier <marklongphier@consulate.hanoi.vietnam>
Subject: Visa for Thailand

Hi Mark, I would be grateful if you could check the office. My name will be added to the list.
Thank you
Nee Oranee nee@photon

On Aug 16, 2021, at 1:09 PM, Nee Oranee <neeoranee23@hotmail.com> wrote:
I would be grateful if you could check the office. My name will be added to the list.
Thank you
Nee Oranee nee@photon

Attachment 2

SV GO Funds Quarterly Report

Submitted: 06/24/21

By: Gabriel Ornelas
SFC Farmers' Market
Manager

Market Date: 04/03/21						
	Agricultural Vendor	Product	Booth Fee	Value Added Vendor	Product	Booth Fee
	Johnson's Backyard Garden (2)	Vegetables	\$ 90.00	Left Hand Jelly	Jelly/jam	\$ 50.00
	Bradshaw Farms	Vegetables/baked goods	\$ 45.00	Yapa Empanadas*	Empanadas*	\$ 50.00
	Shirttail Creek Farm	Meats/poultry	\$ 45.00	Sweet Sensi CBD	CBD oils	\$ 50.00
	Richardson Farms	Meats/poultry	\$ 45.00	Flavours Indian Food	Indian food	\$ 50.00
	Goldenwood Mushroom	Vegetables	\$ 45.00	Tamale Addiction	Tamales	\$ 50.00
	Austin Honey	Honey	\$ 45.00	Tacodeli	Tacos	\$ 50.00
	Flameleaf Farms	Vegetables	\$ 45.00	Teximo Comfort Food	Salmon	\$ 50.00
	Indian Hills Farm	Vegetables	\$ 45.00	Le Renard Patisserie	Baked goods	\$ 50.00
	Gracy's Microgreens	Microgreens/herbs	\$ 45.00	Texas Coffee Traders	Coffee	\$ 50.00
	Flintrock Farms	Vegetables	\$ 45.00	Dorothy's Choice	Baked goods	\$ 50.00
	Copper Creek Farms	Vegetables	\$ 45.00	Art Bags by Felcia	Purses/bags	\$ 50.00
	Springfield Farm	Vegetables	\$ 45.00	Eve's Bakery	Baked goods	\$ 50.00
				Steel Heart	Bitters	\$ 50.00
	Total Agricultural Vendor fees		\$ 585.00	Total Value Added Vendor fees		\$ 650.00

Market Date: 05/01/2021						
	Agricultural Vendor	Product	Booth Fee	Value Added Vendor	Product	Booth Fee
	Johnson's Backyard Garden (2)	Vegetables	\$ 90.00	EDG Coffee	Coffee	\$ 50.00
	Hi-Fi Mycology	Vegetables	\$ 45.00	Rose Burkhardt Jewelry	Jewelry	\$ 50.00
	Shirttail Creek Farm	Meats/poultry	\$ 45.00	Hemp 360		\$ 50.00

	Richardson Farms	Meats/poultry	\$ 45.00	Buddha's Brew Kombucha	Kombucha	\$ 50.00
	Bradshaw Farms	Vegetables	\$ 45.00	Teximo Comfort Foods	Salmon	\$ 50.00
	Green Thumb Farms	Vegetables	\$ 45.00	Flavours Indian Food	Indian sauce	\$ 50.00
	Goldenwood Mushroom	Vegetables	\$ 45.00	Tacodeli*	Tacos	\$ 50.00
	Indian Hills Farm	Meats/poultry	\$ 45.00	Sweet Sensi CBD	CBD oils	\$ 50.00
	Growtopia	Meats/poultry	\$ 45.00	Art Bags by Felisa	Purses	\$ 50.00
	Flameleaf	Vegetables	\$ 45.00	Le Renard Patisserie	Baked goods	\$ 50.00
	Austin Honey	Honey	\$ 45.00	Tamale Addiction	Tamales	\$ 50.00
	Flintrock Farm	Vegetables	\$ 45.00			
Total Agricultural Vendor fees			\$ 585.00	Total Value Added Vendor fees		\$ 550.00

Market Date: 06/05/2021	Agricultural Vendor	Product	Booth Fee	Value Added Vendor	Product	Booth Fee
	Johnson's Backyard Garden (2)	Vegetables	\$ 90.00	Left Hand Jelly	Jelly/jam	\$ 50.00
	Hi-Fi Mycology	Vegetables	\$ 45.00	Chow Hound	Dog treats	\$ 50.00
	Shirttail Creek Farm	Meats/poultry	\$ 45.00	Texas Coffee Traders	Coffee	\$ 50.00
	Richardson Farms	Meats/poultry	\$ 45.00	Buddha's Brew Kombucha	Kombucha	\$ 50.00
	Bradshaw Farms	Vegetables	\$ 45.00	Yapa Empanadas*	Empanadas*	\$ 50.00
	Gracy's Microgreens	Vegetables	\$ 45.00	Teximo Comfort Foods		\$ 50.00
	Goldenwood Mushroom	Vegetables	\$ 45.00	Flavours Indian Food	Indian sauce	\$ 50.00
	Indian Hills Farm	Meats/poultry	\$ 45.00	Tacodeli*	Tacos	\$ 50.00
	Copper Creek Ranch	Meats/poultry	\$ 45.00	Sweet Sensi CBD	CBD oils	\$ 50.00
	Engel Farm	Vegetables	\$ 45.00	EDG Coffee	Coffee	\$ 50.00
	Flameleaf	Vegetables	\$ 45.00	Le Renard Patisserie	Baked goods	\$ 50.00
	Austin Honey	Honey	\$ 45.00	Dorothy's Choice	Baked goods	\$ 50.00
	Primiverno Farm	Vegetables	\$ 45.00			
Total Agricultural Vendor fees			\$ 630.00	Total Value Added Vendor fees		\$ 600.00

Summary:			
Market Date	Agricultural	Value Add	Totals

4/3/2021	\$ 585.00	\$ 650.00	\$ 1,235.00
5/1/2021	\$ 585.00	\$ 550.00	\$ 1,135.00
6/5/2021	\$ 630.00	\$ 600.00	\$ 1,230.00
		Total Reimbursement	\$ 3,600.00

Project Report Narrative

Today's Date

Project Name:

Start Date:

Estimated Completion Date:

Task Number:

Project Narrative:

Notable Issues/Problems:

Total Budget:	\$	123,500.00
Budget Charged to Date:	\$	50,000.00
Budget Remaining:	\$	73,500.00

Budget To Date

