



NOTICE OF A REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
DECEMBER 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, the 7th day of December 2021 at **6:00 P.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 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 November 16, 2021 regular meeting. (Mayor Bruner/Administration)
6. Consider and act on an approval of a proclamation declaring December 18th, 2021 as Arbor Day in Sunset Valley. (Mayor Bruner/Public Works)
7. Consider and act on the dates, time, and location of the Council Retreat. (Mayor Bruner/Administration)

Presentation Items for Discussion and Possible Action

8. Consider and act on the following Human Resources related items: (Council Member Carmona/ Council Member Rosengarten)
 - A. Consider approval of revisions to the Civilian and Police Department Pay Scales
 - B. Consider approval of revisions to Staff Job Descriptions
 - C. Consider approval of an Ordinance amending the FY 2022 Budget (Budget Amendment #5 – FY 22)
 - D. Consider and act on approving a job description and subsequent position for Utility Superintendent.
 - E. Provide direction to Staff on a Communication/Administration

Management Assistant.

9. Committee, Board and Commission Appointments for 2022. (Mayor Bruner/Administration)
10. Consider and act on approval of Emergency Operations planning purchases in an amount not to exceed \$33,250. (Mayor Bruner/Administration)
11. Consider and act on approving the purchase of a new Granicus Encoder in the amount of \$6102.68 as part of overall audio-visual improvements to City Hall. (Mayor Bruner/Administration)
12. Consider and act on an amendment to the Texas Disposal System (TDS) contract, codifying recent requests by Council as approved in the FY 22 budget. (Mayor Bruner/Administration)
13. Consider and act on appointing Canales and Co as the Consultant for creative brand implementation of the recently developed Sunset Valley brand and associated work in an amount not to exceed \$114,500. (Mayor Bruner/Administration)
14. Consider and act on a variance request to section 150.323 (F)(2) (a) (6) of the Code of Ordinances by Sephora, Inc located at 5601 Brodie Lane for a sidewalk extension at the rear of the store. (Mayor Bruner/Administration)
15. Consider and act on a recommendation by the CED committee to begin the planning phase of banner development and placement. (Councilmember Reetz/Administration)
16. Consider and act on approval of Ordinance amending the FY 2021 Budget (Budget Amendment #2 – FY 21) and appropriation of a budget surplus. (Mayor Bruner/Administration)
 - A. Budget Adjustment Ordinance
 - B. Transfer/Subsidy Adjustment Ordinance
 - C. Budget Sweep (informational only- no action)
17. Consider and act on approving the Residential Mulch Delivery and Assistance Program (Mayor Bruner/Public Works)
18. 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.

- A. Pending litigation
 - (i) City Facilities
 - (ii) Pending litigation – S. Wilson vs. City of Sunset Valley

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

Matt Lingafelter
City Secretary

Administration Report

12.7.21



<p>Council Information Requests</p>	<ol style="list-style-type: none"> 1. Development/Building Projects <ul style="list-style-type: none"> • 4715 Restaurant/Bakery • Tesla Charging Station – 5601 Brodie • Luby’s Redevelopment • 6405 Brodie, early assistance • Amazon lockers/Verizon Store 2. CIP and other Project Progress Sheets - See new format included in Public Works report 3. Other Information Requested <ul style="list-style-type: none"> • AV Improvements in City Hall • Austin ISD Landscaping • Austin ISD Proposed Contract Amendment • TXDOT Program for Gateway Signs and Landscaping • Google Fiber • Mulch Program • Violet Crown Trail Update (See Public Works Report)
<p>Issues</p>	<ol style="list-style-type: none"> 1. Staffing – Hired a Maintenance Tech 1 in Public Work, will advertise for the Superintendent position once approved by Council. 2. Contracting Services – Shortage of electricians, contractors, builders, etc. have made project lag considerably behind. <ul style="list-style-type: none"> • City Hall Pergola and Repairs • Audio Visual/Electrical
<p>Resident Information Requests</p>	<p>Septic System list and associated annual inspection reports. Academy donation bin</p>
<p>Upcoming Meetings & Topics of Interest</p>	<p>Planning & Environmental continues their input into the Comprehensive Plan.</p> <ul style="list-style-type: none"> • Comprehensive Plan revisions <p>CED 12.1.21</p>

	<ul style="list-style-type: none"> • Finalize Winter Solstice Event <p>Zoning Commission 12.16.21</p> <ul style="list-style-type: none"> • Rezoning request of 6405 Brodie Lane from Single Family to Neighborhood Commercial. • Recommended codification of Short-Term Rental registration (January 2021)
Upcoming Topics for Agenda or Discussion	<ul style="list-style-type: none"> • Townbridge Final Plat and possible variance requests
Development & Commercial Permitting Activity	<ul style="list-style-type: none"> • Blue Fin Grand Opening – December 18 • Various residential remodels • 6405 Brodie proposed development (Rezoning request in front of Zoning Commission on 12/16) • Luby’s redevelopment. Traffic Impact Analysis underway Proposed drive thru for 2 small restaurants – Coffee Shop & Salad/Fresh food restaurant. • Tesla – 2nd Charging Station proposed at 5601 Brodie – Currently Under Review • Vacancy as of 12.2.21 <ul style="list-style-type: none"> • Homestead – 4 – 1 large space, 3 micro-spaces • Village – 0 – Pearl vision is transitioning to a new optometrist and owner • Marketfare - 0

1. Austin ISD Landscaping
 - a. Staff discussed the potential to manage the landscaping beds along Jones Road in exchange for the rent paid for parking for the SFC market held on Saturdays. AISD declined the offer.
2. Austin ISD Proposed Contract Amendment
 - a. AISD has a new Real Estate Manager and is attempting to bring all contracts into a standard format. They have proposed a contract, which required Legal review, and ultimate approval by Council. It may impact Art Fest and SFC.
3. TXDOT Program for Gateway Signs and Landscaping
 - a. Discussion with TXDOT Area Engineer regarding a mural on the 290 corridor yielded an early NO, however, they provided information on a gateway sign and landscaping

project that can be done in those areas. It will be incorporated into future beautification and marketing efforts.

4. Google Fiber

- a. Previously approved Google Fiber required micro trenching in some areas, and back of curb installation in others. Google is having difficulty veering from their normal micro trenching protocol. They will be ask Council for a variance to allow micro trenching all areas in order to bring the project to a successful close in approximately 90 days.

5. Mulch Program

- a. See Public Works Report

6. Violet Crown Trail Update

- a. See Public Works Report

7. Assessment of City Hall for Audio-Visual Improvements to City Hall

- Since the presentation by Leo Gonzales, staff has had 3 electrical companies visit City Hall to provide a quote. 1 company has submitted a quote of \$7,500 for only electrical and not any sheetrock or repair of the electrical install. Staff has regrouped with the consultant and will move in a phased approach with the purchase of the new Granicus Encoder before any other substantial investment into City Hall is made.

8. **Development Projects**

- Plat of the Townbridge site at 290 and Stearns was to be heard on the 9th, however, was tabled to the 16th.
- Demolition work at 4715 for a Bakery/Restaurant is underway. The building permit is under review.
- Luby's Site – a traffic impact analysis is underway. 2 small drive thru restaurants will be proposed on the site and will require a variance for impervious cover.

9. **Special Projects**

- MyPermitNow
 - Launched first week of November. We are in the test phase now, asking folks to submit both under MyPermitNow and in the existing format until 12/31 to ensure no project falls thru the cracks.
- City Website
 - Staff continues to work through the launch of the new City website. Expected launch of the new site is January 2022.
- City Facilities
 - Contract discussion with Chasco regarding the City facilities project and closeout has yielded information that Council will discuss in executive session.

10. **CIP and other Project Status Reports**

- See Public Works Report

Public Safety Report

12.7. 2021



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• 2021 E/B 290 Service Rd Tree Trimming and Cleanup completed 12/3/2021• Fall flood planning
Issues	<ul style="list-style-type: none">• Police Officer vacancies filled• Illegal campsites on Westgate

Resident Information Requests	N/A
Meetings	12.20.2021 Public Safety Meeting
Upcoming Topics for Agenda or Discussion	
Council Action Requests	

Eyes on Sunset Valley

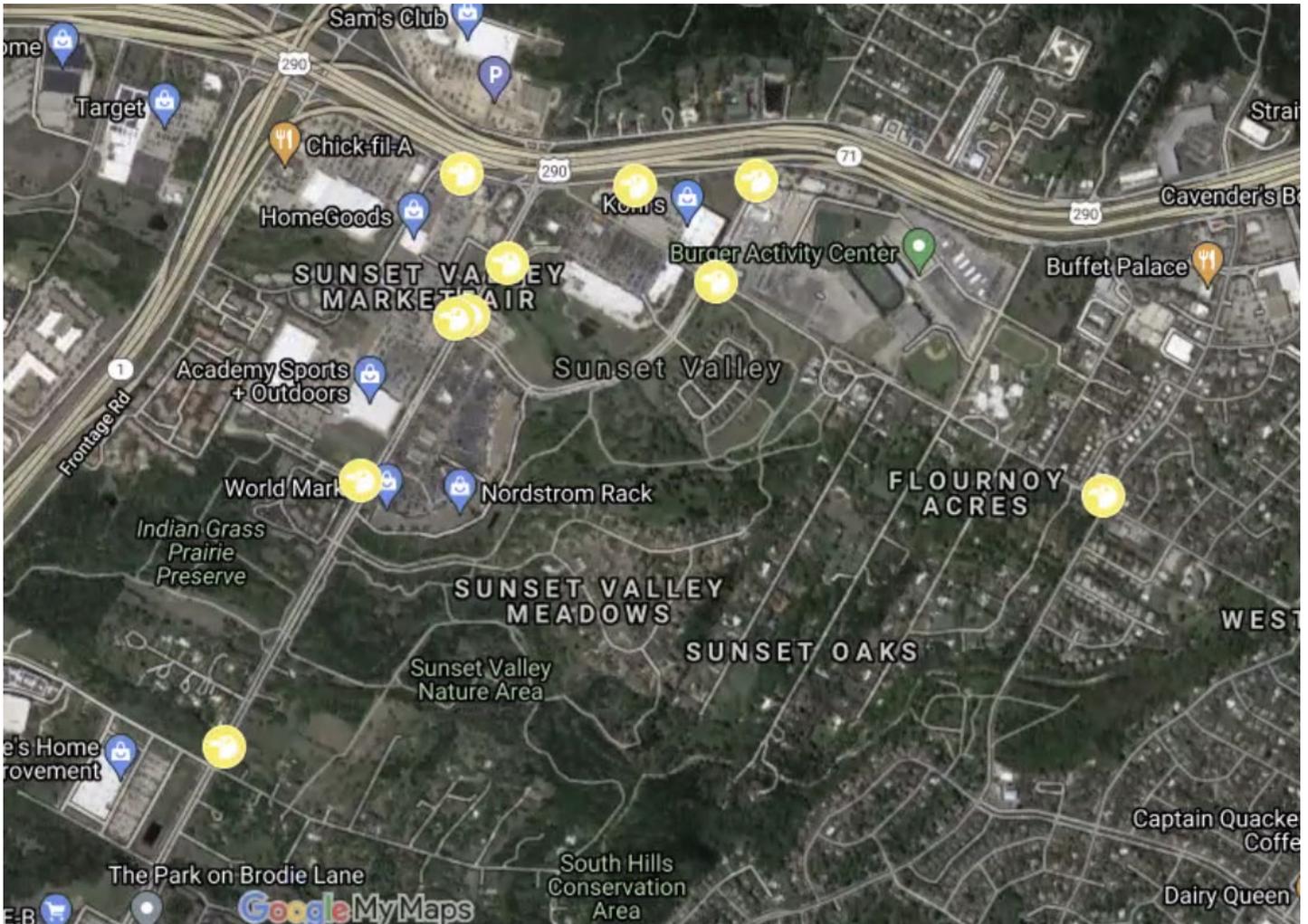
The department is continuing on ongoing effort to help the city maintain a clean and orderly appearance. On a weekly basis officers are removing abandoned shopping carts and remnants of campsites from public spaces. In addition, our officers are conducting foot patrols of the trails several days each 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 throughout the remainder of 2021.

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.

Surveillance Cameras

The department is moving toward completion of a security camera/ license plate reader system that will provide extra security to residents and visitors to Sunset Valley. Our city attorney is currently reviewing the contract. Once approved the cameras will be deployed within 60 days. The cameras will be deployed in a manner that provides security for both the city and the shopping areas. See below:



Adopted FY 22 CIP Summary							
Project/Fund	Budget	Task Order No./Assigned To	Estimated Timeline	Estimated Start Date	% of Project Completed	Budget Expended to Date	Issues/Notes
Utility Fund (Water & Wastewater)							
W -Lone Oak	\$190,000	Freeland Turk #10	14 months	Construction TBD	20% Design	\$ 19,200.00	See CIP Sheet
W -Sunset Trail	\$380,000	Freeland Turk #10	14 months	Construction TBD	20% Design	\$ 19,200.00	See CIP Sheet
W -Backflow Winterization	\$15,000	Carolyn/Rolando	6 weeks	Jan-22	15%	\$ -	Presented as part of the Emergency Operations item on December 7th. Will order as soon as approved.
W -Residential Automated Meter Reading	\$105,000	Carolyn/Rolando	3 months for pilot program. If successful, staff will return with a request to expand the program in April 2022	January 2022 for Pilot Program	10%	\$ -	AMI Meter Pilot Program- End points for pilot program should arrive early December
WW- Lift Station	\$194,000	Freeland Turk #4	12 months	Bids February 2022	100% Design 75% TCEQ Permit Process	\$ 77,000.00	Awaiting TCEQ approval. See CIP sheet
WW - US 290 Sewer	\$150,000	Freeland Turk	Pending	Pending	0%		This project was presented at the Public Works Committee in November. Due to more information the project will be expanded to replace the entire line. The project scope will be presented to the City Council on January 4th.
Streets							
S- Lone Oak Turnaround Waterline Above	\$80,000	Freeland Turk #10	14 months	Construction TBD	20% Design	19,200	See CIP Sheet
S- Lone Oak Related to Waterline Above	\$239,126	Freeland Turk #10	14 months	Construction TBD	20% Design	19,200	See CIP Sheet
S- Sunset Trail Related to Waterline Above	\$143,003	Freeland Turk #10	14 months	Construction TBD	20% Design	19,200	See CIP Sheet
S- Maintenance Plan FY 22	\$75,001	Carolyn	1 month	Pending	5%	0	Contract has been awarded to Alpha Paving. Schedule Pending.
Venue Fund							
Lovegrass Water Quality Pond	\$65,000	Freeland Turk #11	6 months	Pending	75% of Assessment Completed	\$ 3,000.00	Obtaining quotes from landscaping contractors for irrigation system repairs. See CIP Sheet.
General Fund							
Valley Creek Park	\$40,000	Freeland Turk #12	4 Month	Nov-21	Alignment 90% complete	\$ 2,500.00	Awaiting scheduling with American Youthworks. See CIP Sheet.
Parks and Open Space Master Plan	\$50,000	RFQ issued	6 months	Jan-22	0%	\$ -	Awaiting RFQ responses
Land Development Code	\$50,000	Carolyn	Ongoing	Mar-22	0%	\$ -	RFQ to be brought to Council February 2022
Public Safety Improvements-City Hall Complex	\$115,000	Chief Carter	4 months	Feb-22	0%	\$ -	Awaiting RFP.Presentation to Council in February 2022.
IT improvements to City Hall	\$25,000	Sylvia	4-6 months	Jan-22	28%	\$ 7,100.00	Presentation to Council on December 7th
GIS Mapping	\$25,000	Carolyn	9 months	Jan-22	0%	\$ -	Job description created for intern. Contacting GIS departments at local colleges.
Other Projects Assigned							
Project/Fund	Budget	Task Order No./Assigned To	Estimated Timeline	Estimated Start Date	% of Project Completed	Budget Expended to Date	Issues/Notes
Emergency Operations	\$50,000	Chief Carter/Carolyn	2 months	12.8.21	40%	\$ -	Presentation to Council on December 7th. Flood Warning Signs will return to Council in February 2022.

PD Cameras	\$27,500	Chief Carter	4 months	11.17.21	20%		This project is undergoing legal review.
Beautification of Retail Areas	\$66,512	Sylvia	12 months	11.17.21	0	\$0	CED council agenda item on 12.7.21 to proceed with the banners

Public Works Report

December 2nd, 2021

Carolyn Meredith, Public Works Director



Upcoming Events: Arbor Day Winter Tree Care Seminar December 18th, 9 am online.

Projects Ongoing
or Planned

Projects

- CIP-See attached
- Violet Crown Trail-Anticipated to begin January 2022.

Water

- LCRA water contract-In process
- Emergency Preparedness Plan- Awaiting response from Austin Water
- Valve Maintenance Schedule
- Water Use and Water Loss Report
- Parts Inventory
- Backflow Weather Protection-See CIP.

Wastewater

- Sewer averaging. Using the months of November, January, February water consumption.
- Gasket Replacement on Lift Station Pumps
- Jetting of 290 Wastewater line.

Streets

- Alpha Paving awarded contract. Schedule pending.
- Erosion Repair on Reese.

Parks and Open Space

- RFQ for Parks and Open Space Master Plan-released for response
- Yellowtail Pond Trail-Drainage repaired, trail work will continue.
- Repairs to Oakdale entries to Sunset Valley Nature Area

Urban Forestry

- Urban Forestry- Citywide Planting Plan. Staff will begin planting trees in January.

Drainage and Water Quality

- Curley Mesquite Pond Repairs-replacement pump ordered. Pump will not be here.
- Yellowtail Water Quality Pond Repairs
- Water Quality Pond Debris Removal- Obtaining bids for vacuum truck services.

Facilities

- Emergency Power at PW/CH
- City Hall Repairs
- Repairs to City Hall Rainwater Harvesting Tank stone wall.
- Mulching of City Facilities and ROW trees on Ernest Robles Way, Jones Road, and Brodie Lane

Planning

- Comprehensive Plan Updates
- Land Development Code Changes
- Website Updates

Training and Education

- Water and Wastewater Training-Carolyn and Rolando
- All employees have taken their Basic Water Course. Testing will occur once TCEQ approves application.

Completed
Maintenance Items

- General City Maintenance
- Irrigation Checks and Repairs
- Utility Truck Repairs
- Vehicle Organization, and Maintenance
- Leak Repair on Pillow
- Lift Station Maintenance (pumps pulled twice)

	<ul style="list-style-type: none"> ● Monthly Flushing and Samples ● Meter Reading ● Tract Mowing Completed ● Line Locates ● New Animal Waste Station at Westgate and Jones ● Yellowtail Pond Drainage repair. ● Hazardous Material Disposal ● Silt Fence removal. ● Graffiti Removal ● Animal Control Assistance
Utility Project Assistance – Oversight	<ul style="list-style-type: none"> ● Working with vendors and other organizations on agreements for mutual aid and assistance.
Resident Information Requests	<ul style="list-style-type: none"> ● Tree Inspections/Removal Permits ● Development Requests
Meetings	<ul style="list-style-type: none"> ● Planning and Environmental Committee ● Emergency Planning Meeting
Upcoming Topics for Agenda or Discussion	<ul style="list-style-type: none"> ● January 4th agenda- Mulch Delivery, Mulch Assistance, and Curbside Brush Chipping

CITY COUNCIL MEETING DATE: DECEMBER 7TH, 2021



CITY COUNCIL AGENDA ITEM # 5

STAFF PREPARER/CONTACT INFORMATION: Matt Lingafelter, City Secretary
mlingafelter@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: MINUTES

DESCRIPTION: Consider and act on approval of the minutes of the November 16, 2021 Council meeting (Mayor Bruner/Administration)



FY 22 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – LONE OAK TRAIL AND SUNSET TRAIL IMPROVEMENTS -

REPORT DATE 11.30.2021

PROJECT NAME: LONE OAK TRAIL
AND SUNSET TRAIL IMPROVEMENTS

PREPARED BY: C. MEREDITH

STATUS SUMMARY: THE PROJECT HAS RECEIVED THE INITIAL NOTICE TO PROCEED ON 10.22.21.

Project Overview:

- DESIGN SURVEY OF PROJECT LIMITS & EASEMENT ACQUISITION PARCEL SURVEYS
- DESIGN LIMITED WATER LINE IMPROVEMENTS ON LONE OAK TRAIL AND REPLACE WATERLINE ON ENTIRETY OF SUNSET TRAIL.
- DESIGN HMAC OVERLAY IMPROVEMENTS FOR LONE OAK TRAIL AND SUNSET TRAIL
- DESIGN TURNAROUND AT END OF LONE OAK TRAIL AND PREPARE WDP FOR COSV
- PREPARE AND SUBMIT WPAP TO TCEQ FOR APPROVAL
- COORDINATE WITH PWC AND CC TO SOLICIT FEEDBACK
- BID/AWARD PROJECT
- CONSTRUCTION ADMINISTRATION

TASK	% DONE	TO	DRIVER	NOTES
Design survey, easement acquisition parcel surveys, design of water line improvements, and paving improvements on LOT and ST	20	03-01-2022	Improve fire flow and improve pavement condition	4 months
Design turnaround at LOT	0	03-01-2022	Provide turnaround at the end of LOT	4 months
PWC, CC, and COSV Permitting	0	05-01-2022		2 Months
TCEQ WPAP Permitting	0	05-01-2022	Aquifer protection	5 months
BID/AWARD	0	07-01-2022	Construction of improvements	2 months

Construction administration	0	01-01-2023		6 months
Total Project Timeline				14 Months

BUDGET OVERVIEW

CATEGORY	BUDGET	% OF TOTAL	ON TRACK?	NOTES
DESIGN PHASE	\$96,000	20	Yes	
EASEMENT PREPARATION	\$8,000	0	Yes	
BID/AWARD PHASE	\$6,000	0	Yes	
CONSTRUCTION PHASE	\$18,000	0	Yes	

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE
NONE AT THIS TIME		

CONCLUSIONS/RECOMMENDATIONS

Project design surveying is underway and should be complete by mid-December. Staff arranging right of entry agreements with residents on Lone Oak and Curley Mesquite to conduct surveys to loop the system between the two roads.

Design of Sunset Trail water line and asphalt overlay improvements is underway (design surveying collected during preliminary engineering effort).



FY 21 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – STEARNS LIFT STATION REHABILITATION -

REPORT DATE 11.05.2021 PROJECT NAME: STEARNS LIFT STAT PREPARED BY: C. MEREDITH

STATUS SUMMARY: THE PROJECT HAS RECEIVED THE INITIAL NOTICE TO PROCEED ON 4.06.21. PROJECT IS DESIGN AND BEING SUBMITTED TO TCEQ FOR SCS MODIFICATION. TCEQ APPROVAL ANTICIPATED BY FEB 1, 2022 AND WILL BE READY TO BID/AWARD.

Project Overview:

- SURVEY PROJECT LIMITS
- DESIGN LIFT STATION IMPROVEMENTS AND PREPARE OPINION OF PROBABLE COSTS
- PARTICIPATE/COORDINATE WITH PWC AND CC TO SOLICIT FEEDBACK
- OBTAIN SCS MODIFICATION APPROVAL FROM TCEQ FOR LIFT STATION IMPROVEMENTS
- ASSIST CITY WITH BID/AWARD OF PROJECT
- CONSTRUCTION ADMINISTRATION

TASK	% DONE	DUE DATE	DRIVER	NOTES
Survey, Design of Lift Station Improvements	100	06-06-2021	Continued lift station maintenance	2 Month
Prepare SCS Modification and submit to TCEQ for approval	75	02-1-2022	Permit from TCEQ	5 months
Solicitation of Quotes	0			1 Months
Construction	0			4 Months
Total Project Timeline				12 Months

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
PER	\$18,000	100	Yes	COMPLETE
DESIGN, BID, CONSTRUCTION	\$44,000	90	YES	Amendment 1
SCS Modification	\$15,000	50	YES	Initial delay getting existing information from TCEQ for SCS Modification, original files were not located

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE
Slight delay receiving information from TCEQ on original SCS report to determine modification approach. Multiple Public Information Requests to Central File Room were inconclusive. Now resolved		August September 2021

CONCLUSIONS/RECOMMENDATIONS

The project is undergoing technical review with TCEQ. The public comment period for this project will close on December 15th. After that date TCEQ will complete their review and issue the permit. It is anticipated that this permit will be completed in February. At that time it can be released for bids and construction will commence in late spring/early summer.



FY 22 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – LOVEGRASS WATER QUALITY POND REPAIR -

REPORT DATE 10.21.2021

PROJECT NAME: LOVEGRASS WATER
QUALITY POND REPAIR

PREPARED BY: C. MEREDITH

STATUS SUMMARY: THE PROJECT HAS RECEIVED THE INITIAL NOTICE TO PROCEED ON 10.21.21.

Project Overview:

- Conduct field visits and assess the working condition of the pond.
- Prepare construction documents for repairs.
- Assist the City in obtaining quotes from contractors.
- Assist the City in administering the construction/repairs.

TASK	% DONE	DUE DATE	DRIVER	NOTES
Field Visits and condition assessment	75	12/21/2021		2 Month
Solicitation of Quotes	0	2/21/2022		2 Months
Construction	0	4/21/2022		2 Months
Total Project Timeline				6 Months

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
Field visits and condition assessment	\$3,000.00	30%	Yes	
Quote Solicitations				
Construction				

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE

CONCLUSIONS/RECOMMENDATIONS

The initial fieldwork and assessment is complete.

FTEG is in discussions with a landscape irrigation company to install a replacement pump and run the irrigation system. Their scope will include cleaning the outlet pipe, replacing pipe/parts as necessary to restore the irrigation system to full functionality, and reconstructing the stone wall.



FY 22 CIP PROJECT STATUS REPORT

PROJECT SUMMARY – VALLEY CREEK TRAIL PROJECT -

REPORT DATE 10.21.2021

PROJECT NAME: VALLEY CREEK TRAIL

PREPARED BY: C. MEREDITH

STATUS SUMMARY: THE PROJECT HAS RECEIVED THE INITIAL NOTICE TO PROCEED ON 10.21.21.

Project Overview:

- Make field visits to determine the alignment of the trail as per the CIP sketch
- Provide stakes every 100' (or as needed) to mark the approximate centerline for construction.
- Prepare construction documents for clearing and trail construction.
- Assist the City in obtaining quotes from contractors.
- Assist the City in administering the construction.

TASK	% DONE	DUE DATE	DRIVER	NOTES
Alignment determination and staking and CD's	90	11/21/2021		1 Month
Solicitation of Quotes	0	12/21/2021	Interlocal agreement with American Youth Works	1 Months
Construction	0	1/21/2022	American Youth Works Availability and Weather	2 Months
Total Project Timeline				4 Months

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
Alignment and Staking	\$2,500.00	50	Yes	
Construction				

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE
None Identified at this time.		

CONCLUSIONS/RECOMMENDATIONS

The alignment and staking are complete.

FTEG is completing the construction documents (alignment sketch and construction notes).

CoSV intends to issue a purchase order to American Youth Works to construct the trail. The City executed a MOU with American Youth Works in early 2021. The purchase order will reference the MOU rates and contract conditions in addition to the FTEG – construction documents. Staff is awaiting a timeline for scheduling with American Youthworks.

CITY COUNCIL MEETING DATE: DECEMBER 7TH, 2021



CITY COUNCIL AGENDA ITEM #6

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director
cmeredith@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: ARBOR DAY

DESCRIPTION: Consider and act on an approval of a proclamation declaring December 18th, 2021 as Arbor Day in Sunset Valley.

BACKGROUND: Arbor Day is recognized worldwide as a time to plant trees and learn about the benefits they provide. This year, in Sunset Valley, Arbor Day will be celebrated on Saturday, December 18th. This year the City will host an online seminar on winter tree care on Saturday, December 18th at 9:00 a.m. The winter storm taught us many lessons this year and preparing your trees for winter weather is important to keep your trees healthy. Residents who participate in the Arbor Day seminar will be eligible for a free 5-gallon tree that will be distributed the week of January 10th.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policy

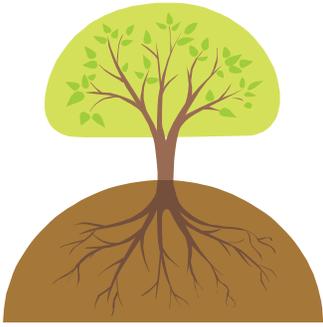
FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
Urban Forestry	04	5133	Public Works Venue Tax	\$5,000	-	\$200	\$5,000
	18	5133		\$9,000			\$8,800
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES
2021	Urban Forestry	04	Public Works Venue Tax	5133	\$4,000	\$996	
		18		5133	\$5,000	\$248	

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- ARBOR DAY PROCLAMATION



**A PROCLAMATION BY THE MAYOR AND
CITY COUNCIL OF THE
CITY OF SUNSET VALLEY, TEXAS DECLARING
DECEMBER 18th, 2021
AS SUNSET VALLEY ARBOR DAY IN WHICH
CITIZENS ARE ENCOURAGED TO PLANT TREES**

WHEREAS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; **AND**

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; **AND**

WHEREAS, Arbor Day is now observed throughout the nation and the world; **AND**

WHEREAS, trees can reduce erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate air temperature, reduce air pollution, produce oxygen, and provide habitat for wildlife; **AND**

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; **AND**

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; **AND**

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, **NOW THEREFORE**

BE IT PROCLAIMED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SUNSET VALLEY, TEXAS THAT:

Saturday, December 18th is recognized and celebrated as Arbor Day in the City of Sunset Valley and citizens were urged to plant trees to promote the well being of this and future generations.

Passed and adopted on the 7th of December 2021.

Mayor Marc Bruner

Attest: _____
Matt Lingafelter, City Secretary

STAFF RECOMMENDATION: Determine a date and time; scheduling must occur

SUPPORTING MATERIALS PROVIDED: NO

CITY COUNCIL MEETING DATE: DECEMBER 7, 2021



CITY COUNCIL AGENDA ITEM #8

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Council Member Carmona acarmona@sunsetvalley.org and
Council Member Rosengarten rosengarten@sunsetvalley.org

SUBJECT: HUMAN RESOURCES

DESCRIPTION: Consider and act on the following Human Resources related items:

- A. Consider approval of revisions to the Civilian and Police Department Pay Scales
- B. Consider approval of revisions to Staff Job Descriptions
- C. Consider approval of an Ordinance amending the FY 2022 Budget (Budget Amendment #5-FY 22)
- D. Consider and act on approving a job description and subsequent position for Utility Superintendent.
- E. Provide direction to Staff on a Communication/Administration Management Assistant.

BACKGROUND: During the budget process, the Mayor allocated 3% of the total salary amount to be incorporated into salary increases for Civilian staff, and step increases for Police. It was an attempt to keep the City competitive with surrounding jurisdictions who are competing for the same workforce and to retain existing staff. During the discussion, a review of the pay scale and job descriptions were also warranted as staff has been performing work outside of their prescribed job descriptions for some time, certainly in a post COVID environment.

Council Members Carmona and Rosengarten reviewed each job description and associated grade. The pay scale was condensed from 20 steps to 12 steps, like the Public Safety pay scale.

All staff is in their existing grades with movement within the grade available for future merit or cost of living increases. Only one staff member fell outside the grade, the Utility Supervisor, employee ID #24. If Council approves the pay scale, an adjustment to the salary will be required. Employees are charged to cost centers. This employee is charged to the 5 cost centers shown below. That is also shown in the table below. It will also require a budget adjustment. While there is a salary savings from the prior Parks and Natural Resources Manager, promoted to Public Works Director, there is a request

in this agenda item for the creation of a Superintendent position. Staff would prefer a cleaner accounting trail and make the adjustment for the required employee, as opposed to a future adjustment when a subsequent hire is made.

Position Name (required)		Position ID (required)	
Utilities Supervisor		24	
Job Name		Job Number	
e.g Firefighter			

Account String Details

Funds (required)	Departments (required)	Allocation Percentage (required)
02 — Utility Enterprise Fund ×	05 — Water Department ×	40 %
02 — Utility Enterprise Fund ×	06 — Wastewater Department ×	20 %
14 — Street Replacement/R... ×	14 — Street Repair/Replace... ×	20 %
01 — General Operating Fund ×	04 — Public Works ×	10 %
18 — Green Sales Tax Fund ×	18 — Green Tax ×	10 %

[New Allocation](#)

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

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	AMENDED BUDGET
01 – General Fund	04- Public Works	5000	Salaries	\$76,830		\$1266.70	\$78,096.70
02 – Utility Fund	05 - Water	5000	Salaries	\$107,830		\$5066.80	\$112,896.8
02- Utility Fund	06- Wastewater	5000	Salaries	\$69,436		\$2533.40	\$71,969.4
14- Street Repair and Replacement	14- Street Repair	5000	Salaries	\$38,418		\$2533.40	\$40,951.4
18- Venue Tax	18- Venue	5000	Salaries	\$80,182		\$1266.70	\$81,448.7
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	ACCOUNT	ACCOUNT DESC.	AMOUNT	TOTAL	NOTES
FY21	01 – General Fund	04- Public Works	5000	Salaries	\$82,795		
FY21	02 – Utility Fund	05 - Water	5000	Salaries	\$100,512		
FY21	02- Utility Fund	06- Wastewater	5000	Salaries	\$60,334		
FY21	14- Street Repair and Replacement	14- Street Repair	5000	Salaries	\$41,214		
FY21	18- Venue Tax	18- Venue	5000	Salaries	\$67,136		

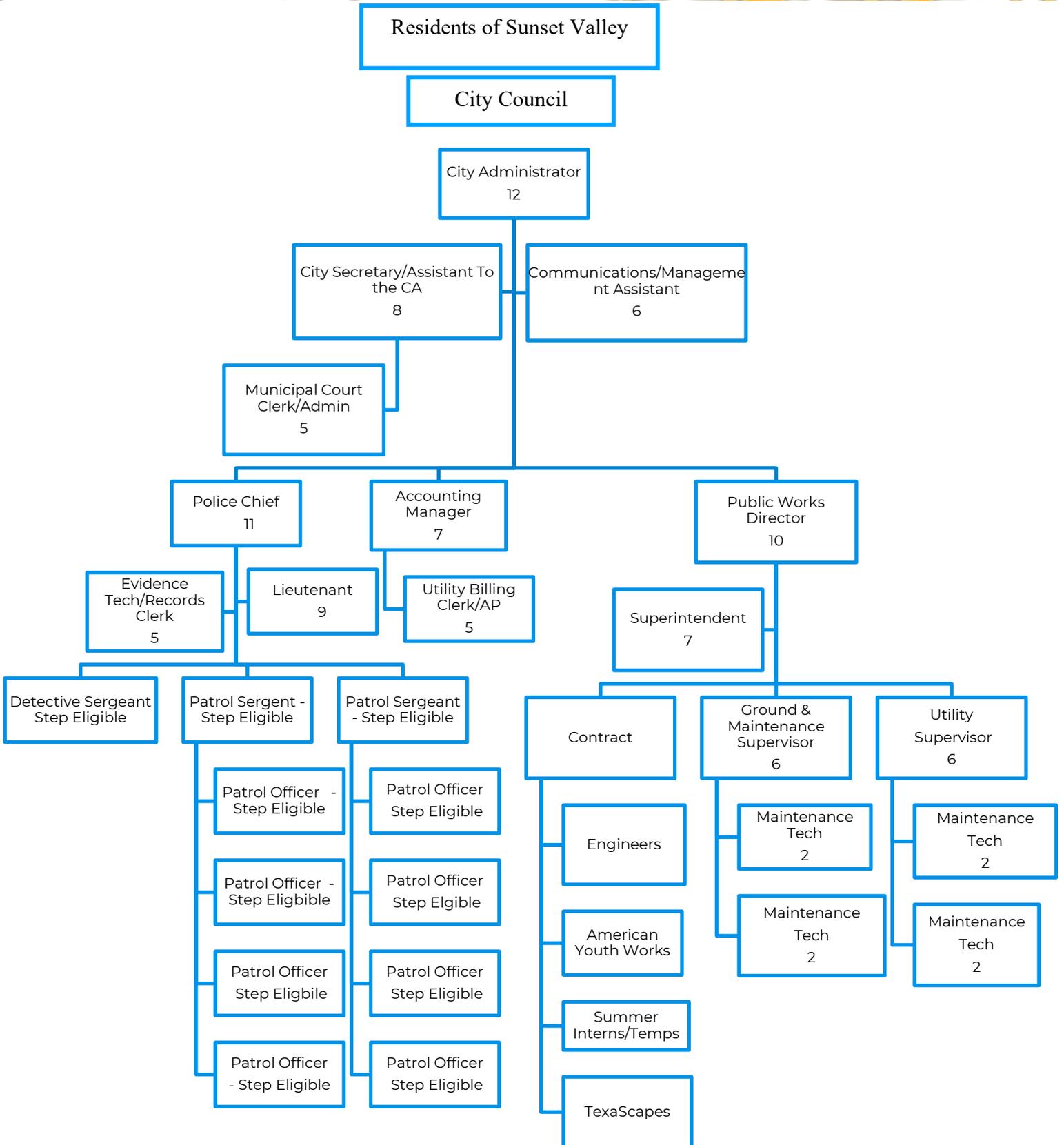
STAFF RECOMMENDATION: APPROVE

SUPPORTING MATERIALS PROVIDED: YES

- PROPOSED PAYSACLE CIVILIAN
- PROPOSED PAYSACLE PD
- ORGANIZATIONAL CHART
- BUDGET AMENDMENT
- PROPOSED JOB DESCRIPTIONS

THE PROPOSED ORGANIZATIONAL CHART

12.7.21



Proposed 2021 Pay Scale - Civilian

GRADE	MINIMUM	MIDPOINT	MAXIMUM	POSITION			Notes
0	\$20,800.00	\$26,000.00	\$31,200.00	Temp/Interns/Teen Program - \$10-15 hr			
1	\$31,200.00	\$33,540.00	\$35,880.00	No License Required			
2	\$31,200.00	\$34,878.00	\$38,556.00	Maintenance Technician I -(First series of licenses and adjustment at 6 months)			Grade has step within the grade Grade 3, step 1 is in entry, step 2, Step 3, and Step 4 include acquiring additional licenses -Each step is indicative of licening requirements.
3	\$38,556.00	\$41,409.50	\$44,263.00	Maintenance Technician II			
4	\$44,263.00	\$47,889.50	\$51,516.00				
5	\$52,000.00	\$55,900.00	\$59,800.00	Administrative Assistant/Court Clerk	Administrative Assistant/Utility Clerk	Records & Evidence Technician	
6	\$59,800.00	\$64,285.00	\$68,770.00	Communications/Management Assistant	Utility Supervisor	Grounds & Maintenance Supervisor	
7	\$68,770.00	\$75,000.00	\$82,771.00	Accounting Manager	Superintendent		
8	\$82,771.00	\$88,978.83	\$95,186.65			City Secretary/Assistant to the CA	
9				Lieutenant			
10	\$95,186.65	\$104,697.33	\$114,208.00	Director of Public Works			
11	\$114,208.00	\$122,773.60	\$131,339.20	Chief of Police			
12	\$131,339.20	\$142,649.00	As Determined by Council	City Administrator			

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 210921 AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND TERMINATING SEPTEMBER 30, 2022 AND MAKING TRANSFERS AND APPROPRIATIONS OF FUNDS FOR ACCOUNTS AFFECTING THE GENERAL FUND, PUBLIC WORKS DEPARTMENT, UTILITY FUND, WATER AND WASTEWATER DEPARTMENTS, STREET REPAIR AND REPLACEMENT FUND, AND THE VENUE TAX FUND.

WHEREAS, the City Council of the City of Sunset Valley, Texas, deems it necessary to amend Ordinance No. 210921 to meet unexpected and/or unforeseen conditions that could not have been included in the original budget using reasonably diligent thought and attention.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUNSET VALLEY, TEXAS THAT:

Ordinance No. 210921 passed and approved on September 21, 2021, is hereby amended, to provide for the line-item adjustments and transfers set forth in Attachment A, Budget Amendment #1, attached hereto and incorporated herein. Except as specifically affected by the transfers and appropriations reflected on the attached Attachment A, the budget for Fiscal Year 2021-2022 as previously approved, shall remain in full force and effect.

PASSED AND APPROVED this 9TH DAY OF NOVEMBER 2021.

Marc Bruner
Mayor

ATTEST:

Matt Lingafelter, City Secretary

INTEROFFICE MEMORANDUM

TO: MAYOR BRUNER AND CITY COUNCIL

FROM: SYLVIA CARRILLO, CITY ADMINISTRATOR

SUBJECT: COMMUNICATIONS/ADMINISTRATIVE ASSISTANT

DATE: DECEMBER 2, 2021

CC: MATT LINGAFELTER, CITY SECRETARY

Mayor and Council,

This memo serves to request that the Council provide consistent direction on the position currently discussed as a Marketing Assistant.

My concerns, as expressed to both the Marketing Ad Hoc, and to members of the Council, is that my preference is for a professional Management Assistant who has assist with the daily Administrative functions and serve as an Ombudsman to business and residents, ensuring accurate communication and information is relayed, and ensuring any issues that have not been handled via other channels come to resolution.

There seems to be some confusion as to the direction I have been provided in the hiring of this position. It is my understanding that a clearly defined role as requested by the Council has not been decided.

Please correct any misinformation I may have and provide direction as to the job description and what would be covered by this position.

Respectfully,

Sylvia Carrillo-Trevino, ICMA-CM, CPM
City Administrator



ACCOUNTING MANAGER

Department: Administration FLSA Status: Exempt Pay Grade: 7
Reports To: City Administrator Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

Computes, classifies, and records numerical data to keep financial records complete. Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other employees. Performs all general city accounting functions, including reconciliation of financial and banking statements, annual audits, accounts payable, purchasing and asset management, payroll services, and budget assistance. Performs all Human Resource activities. Prepares, posts, and advertises all required notices in accordance with state statutes and city regulations; prepares various correspondence, documents, and reports; attends and prepares City Council meeting agendas; provides clerical and project management support to the Mayor and Council Committees. Supervises other office and clerical staff and coordinates daily operations of the administration department.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

Performs all general City accounting functions, including reconciliation of financial and banking statements, annual audits, accounts payable, purchasing and asset management, payroll services, and budget preparation.

Coordinates with other departments in preparing the agendas for City Council and Budget & Finance committee meetings; Performs work related to the preparation of back-up materials and distribution of agenda packets

Reconciles financial and banking statements and formats financial statements for distribution and presentation

With assistance from the City Administrator or designee, acts as the Secretary to Budget & Finance Committee if appointed by the Committee.

Prepares all preliminary audit requests for annual audit; works with auditor during audit; prepares MDA; and reports audit results to Finance Committee and City Council

Receives job candidate applications and required forms

Disseminates onboarding materials to new employees

Maintain and enroll all employees in health insurance, retirement benefits, and disability insurance

Monitors and approves purchasing policies and requirements; assists in the preparation and reviews RFPs, RFQs, etc.

Maintains current log of all City assets (inventory)

Reviews timesheets, leave requests, and overtime requests; performs payroll data entry; works with payroll company to cut checks; delivers checks; performs file management related to payroll.

Maintains annual contracts

Conduct performance evaluation of clerical staff

Responsible for maintaining retirement history

Provides support as needed to other staff in Administrative Services Department

Presents to Council, Boards, and Commission as necessary.

MINIMUM EDUCATION AND TRAINING

Bachelor's Degree and five years related experience and/or training; or equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities

MINIMUM QUALIFICATIONS AND STANDARDS

Time and Attendance Requirements:

This position requires the ability to work late evenings, and remotely when necessary due to late committee or council meetings. A flexible work schedule is required.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to operate a variety of office machines, tools, and equipment. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials up to 25 pounds.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs; and understand basic statistical methods and analysis.

Computer Skills:

To perform this job successfully, an individual should have current knowledge of accounting software, contact management systems; internet software; spreadsheet software, word processing software, and other software pertinent to the position.

Reasoning Skills:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variable in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT



ADMINISTRATIVE ASSISTANT/COURT CLERK

Department: Administration FLSA Status: Non-Exempt Pay Grade: 5
Reports To: Assistant to the City Administrator
Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

Provides a variety of complex, responsible, and confidential support to the Administration Department and maintains the day-to day operations of the Municipal Court. Acts as City Receptionist by answering incoming calls and greeting visitors. Assists in preparation of Council Packets, Committee Packets, Board of Adjustment and Zoning Packets, and provides other administrative support to the City Secretary.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions – Administrative Assistant

Answer incoming phone calls and questions for residents and greeting visitors to the city offices.

Receives and distributes incoming mail and sends outgoing mail.

Receives and records payment for utility and misc. general fund deposits.

Provides support by producing documents for the Administration Department.

Proofreads a wide variety of reports, letters, memoranda, correspondence, and charts and makes edits as necessary.

Assists in preparing agenda packets for the City Council, Board of Adjustment, Zoning Commission, and other committees.

Assist in maintaining filing systems and records; conducts periodic retention and purging of files in compliance with applicable guidelines.

Back-up for the City Secretary, assists with posting agendas, delivering email notifications and other web-related duties.

Assists the City Secretary with Public Information Requests and other clerical duties.

Assists with the publication of the City Newsletter and other notifications and information to residents.

Other duties as needed or as the City requires.

Essential Functions – Court Clerk

Files and maintains City criminal and traffic cases, including entering information into the computer and maintain a database of information

Monitors the progress of cases, including preparing and mailing warning letters regarding suspense dates

Prepares various daily, weekly, monthly, and quarterly reports pertaining to City cases and status of fines received, and files required reports in a timely manner with state agencies

Prepares case files for court and prepared documents associated with court decisions.

Receives and records payment for fines and prepares weekly (or bi-weekly) deposits.

Sets monthly municipal court docket and attends to assist the Judge and the City Prosecutor.

Prepares Bench Judgments and Bench Warrants

Responds to defendant questions regarding cases

Attends required continuing education seminars.

Performs responsibilities with a focus on high quality customer service.

MINIMUM EDUCATION AND TRAINING

High school diploma or general education degree (GED, Bachelor's Degree preferred. Three (3) to five (5) years related clerical experience and/or training; or equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

Must be physically able to operate a variety of office machines, tools, and equipment. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representatives from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures.

Language Ability:

Bilingual Spanish preferred. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

Computer Skills:

To perform this job successfully, an individual should be proficient with Microsoft Office software. Knowledge and proficiency with Adobe Acrobat and Internet applications preferred; knowledge of Incode Municipal or other municipal database software preferred.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT



ASSISTANT TO THE CITY ADMINISTRATOR/CITY SECRETARY

Department: Administration FLSA Status: Exempt Pay Grade: 8
Reports To: City Administrator Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

Provides administrative support to the City Administrator. Supervises administrative clerical staff and coordinates daily operations of the administration and municipal court departments. Performs functions of the City Secretary. Prepares, posts, and advertises all required notices in accordance with state statutes and city regulations; prepares various correspondence, documents, and reports; attends and prepares City Council meeting agendas; provides clerical and project management support to the Mayor and Council Committees. Manages and maintains the City Website. Provides administrative support to the Zoning Commission and Board of Adjustment. May Serve as staff liaison for the Arts Commission and Community and Economic Development Committee or other committee as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions – Assistant to the City Administrator

Coordinates all requests for information or reports from staff to “close the loop” on outstanding issues.

Handles all Open Records Requests within the timelines prescribed by the Local Government Code.

Assists the City Administrator with City Council Action Requests and Citizen Information Requests. Assists the City Administrator with all official communications to the residents of Sunset Valley, including email notifications and the City’s Newsletter.

12/2/21

Assists the City Administrator as needed with Building and Development Permit applications.

Supervises the Administrative Assistant/Court Clerk. Coordinates and supervises the daily operations of the administration and municipal court departments.

Assists the City Administrator and Accountant with the preparation of the Municipal Court, Administration and General Government Fiscal Budgets.

IT technical support liaison, including contacting outside vendor for support services. Handles basic IT issues, communication between office and IT contractor for major issues.

Updates and maintains the City Website. Post meeting agendas and backup material to the City website. Update the City website as needed. Maintain and update city email files for notification of agendas, public notices, meetings, events, and special announcements.

May serve as staff liaison for the City's Community and Economic Development (CED) Committee and provides administrative support for the City's economic development activities. This may include attendances and recording minutes for CED Meetings.

May serve as staff Liaison for the Sunset Valley Arts Commission and may provide administrative support for the City's artistic and cultural activities. This may include attending and recording minutes for the Arts Commission.

Provides administrative support to the Zoning Commission and Board of Adjustment. May provide support to the City Administrator in receiving and processing applications for zoning changes, variance requests and other land use applications. Provides necessary documentation to applicants, public officials, and citizens. Attends and records minutes for the Zoning Commission and Board of Adjustment meetings.

Maintains planning, zoning, and other relevant records. Maintains Special Use Permits and Temporary Special Use Permits.

Maintains the filing systems and records; conducts periodic retention and purging of files in compliance with applicable guidelines.

Supervise administrative staff in the creation of the City's Newsletter.

Essential Functions – City Secretary

Coordinates with other departments in preparing the agendas for City Council, Zoning Commission, Board of Adjustment, Arts Commission and Standing Committee meetings; Performs work related to the preparation of back-up materials and distribution of agenda packets.

Attends and records minutes for City Council meetings.

Prepares and coordinates publication, posting and distribution of legal notices for public meetings and hearings. Assures that legal requirements are met for publication and posting of agenda and notices in accordance with state statutes and city policies

Certifies documents; administers oaths of office and maintains custody of the city seal.

Serves as Records Management Officer for the City; manages, facilitates, and handles all technical support for Public Records; administers Records Management Program; interprets Local Government Records Act. Maintains custody of official records and archives of the city including ordinances, resolutions, judgments, and minutes.

Responsible for receiving and processing all Public Information requests (Open Records). Responds within the time constraints established by State law.

Provides information on Open Meeting Laws and compliance to city staff as well as members of the City Council, Boards and Commissions.

Serves as Municipal Election Administrator, coordinates municipal elections through the County; Receives candidate applications and required forms; Prepares, advertises, and posts all required election notices and documents; Collects and retains campaign filings for elected officials

MINIMUM EDUCATION AND TRAINING

Bachelor's Degree preferred plus three years of TMCEC experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Knowledge of the Texas Local Government Code; office procedures; telephone etiquette; and City departmental policies and procedures. Knowledge of applicable Zoning and Planning regulations.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

Must be physically able to operate a variety of office machines, tools, and equipment. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and

which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representatives from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures. Must have the ability to present to a wide variety of groups including Committees, Residents, and the City Council.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs; and understand basic statistical methods and analysis.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Contact Management systems; Internet software; Spreadsheet software, word processing software and PDF software. Individual should have intermediate website management skills and the ability to communicate clearly and post information to the City's website.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



DIRECTOR OF PUBLIC WORKS

Department: Public Works FLSA Status: Exempt Pay Grade: 10
Reports To: City Administrator Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

Under direction of the City Administrator, directs and coordinates activities of the Public Works, Utilities, and Parks and Natural Resources divisions by performing the following duties personally or through subordinate supervisors. Maintains close communication with and provides responsible and complex staff support to the Mayor, City Council, and Council subcommittees; oversees and assists in the operations of all public works, utilities, and parks and natural resource functions; supervises public works, utilities, and parks and natural resources personnel, including assigning and reviewing work, conducting performance reviews, and making recommendations on hiring, termination, promotion, and discipline; and responds to citizen questions and complaints. Employee also works with Administrative Services staff to prepare and monitor departmental budget; routinely inspects public works facilities and equipment; researches, plans, and coordinates future public works projects; provides professional analysis and technical advice to the Mayor, City Council, City departments, committees, commissions, and boards related to areas of responsibility; and participates in and makes presentations to staff, council, and other public agency meetings and conferences. This position develops recommendations for policies, ordinances, resolutions, and programs related to assigned activities and interprets and enforces a variety of laws, codes, ordinances, regulations, and standards. Reports to the Mayor and City Council.

Employee must be able to respond to after-hours call out for emergency situations including stand-by rotation and special events.

SPECIFIC DUTIES AND RESPONSIBILITIES

12/2/21

Essential Functions:

Assures that the system stays within (TCEQ) compliance with all rules and regulations related to the water and wastewater system.

Oversees, and directs the operations and services of public works functions, including oversight of the water distribution system provided by the City of Austin including testing and reporting; oversight of the sewer collection system including the City's lift station including testing and reporting; street maintenance; pavement management program; street lighting; solid waste maintenance and collection; street cleaning; storm drainage; equipment maintenance and procurement; and facilities.

Manages, in conjunction with the City Engineer, the City's Annual Community Rating System (CRS) Report and associated Flood Mitigation Plan.

Manages, in conjunction with the City Engineer and the City Administrator, the City's 5-year Hazard Mitigation Plan.

Coordinates activities with other City officials, departments, outside agencies, organizations, and the public.

Plans, manages, oversees, and directs the City's engineering operations, including City wide engineering, right-of-way acquisition, public infrastructure, and Capital Improvement Plan design, construction management, project inspection, and contract management.

Acts as project manager liaison to the City Engineer in completion of the annual Capital Improvement Program (CIP) and serves as liaison with federal, state, regional, county, city, and special district agencies related to public works and environmental services.

Plans, manages, oversees, and directs the planning, acquisition, construction, and maintenance of parks, landscaping, street medians, open spaces, trails, and recreation and leisure programs and facilities and all other Public Works activities.

Coordinates and manages project and program budgets; inspects projects undertaken by private contractors to ensure compliance with city contracts and approved plans, specifications, standards of workmanship, quantity, quality, and types of materials used to ensure desired objectives are achieved.

Provides professional analysis and technical advice to the Mayor, City Council, City Administrator, City departments, committees, commissions, and boards related to public works and environmental services.

Develops recommendations for policies, laws, ordinances, resolutions, and programs related to assigned activities.

Attends and participates in professional and community meetings; stays current on issues related to public works and environmental services.

Serves as a resource for department personnel, City staff, and other organizations and the public.

Responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints.

Participates in committee, state, City Council, and other public agency meetings and conferences; prepares agenda items and makes presentations to groups such as the City Council, Zoning Commission, Board of Adjustments, and Finance/Investment Committee.

Administers and implements a variety of public works and environmental services programs, including the construction, reconstruction, and improvement of streets, roads, bridges, drainage facilities, water quality controls, public buildings, water and sewer facilities, recreation facilities, trails, and landscape and tree maintenance.

Assists professional planners and consultants in conducting and preparing planning related research projects.

Oversees and supervises public works employees, including assigning and reviewing work, conducting performance reviews, and recommending personnel actions such as hiring, promoting, disciplining, and terminating.

Plans, directs, coordinates, and participates in the assigned work activities and responsibilities to appropriate department personnel; reviews the work of assigned personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations.

Reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

Oversees the selection, training, and evaluation of assigned personnel; provides or coordinates staff training; identifies and resolves staff deficiencies.

Ensures property safety precautions are taken by employees; obtains, stores, safeguards, and supervises proper use of equipment, materials, and supplies.

Works with Administrative Services staff to prepare and monitor annual department budget; provides updates to Mayor and City Council.

Is responsible for all purchasing and inventory of equipment, supplies, materials, property, and facilities for the department; maintains responsibility for all departmental purchases and budget balances ensuring a solvent budget

Responds to and attempts to resolve citizen questions and complaints.

Manages employee evaluation and recommendations for step increases for Maintenance Technicians.

Performs other related duties as assigned.

MINIMUM EDUCATION AND TRAINING

Bachelor's degree in engineering, public administration, facility management, or parks and recreation, plus five (5) years' experience in the construction, maintenance, and repair of streets, water, sewer, sanitation, parks and recreation, or other public works/construction functions, including at least six (6) years of supervisory experience; or equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Must obtain, within 12 months of hire, and maintain C level license in water and Class II level in wastewater collection at a minimum. Must possess a valid Class C Texas driver's license with an acceptable driving record. Employees in this position must pass pre-employment criminal background investigation and drug test.

FEMA National Incident Management Systems (NIMS) courses must be successfully completed within one year of hire date

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the public both visually and verbally. Contacts usually involve

discussion of an immediate and specific situation. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Knowledge of basic statistical methods.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Accounting software; Contact Management systems; Database software; Project Management software; Spreadsheet software and Word Processing software.

Reasoning Skills:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but can be noisy as the employee spends a significant amount of time outside the office visiting job sites. The employee often faces difficult and stressful situations. The employee has frequent contact with the public and other organizations. The employee is frequently required to work under time pressures to meet deadlines, perform multiple tasks

simultaneously, change tasks frequently, and work closely with others as part of a team.

DRAFT



GROUND & MAINTENANCE SUPERVISOR

Department: Public Works FLSA Status: Non-Exempt Pay Grade: 6
Reports To: Director of Public Works Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

Performs technical work duties relating to environmental service functions for the City. Work involves implementation of environmental/landscaping inspections, urban forestry maintenance, open space management, animal control, community programs, and administrative functions. Employee supervises assigned staff performing environmental service functions, including assigning and reviewing work, conducting performance reviews, and recommending personnel actions such as hiring, promoting, disciplining, and terminating. Employee must be able to respond to after- hours call out for emergency situations including stand-by rotation and special events

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

Supervises and performs a variety of duties related to urban forestry, including tree inventory, pruning, and identifying health/disease centers, residential consultations, tree protection inspections and tree removal permits.

Supervises and performs a variety of duties related to open space management; implements an open space management program; surveys, controls, and monitors wildlife management; performs restoration and planting; coordinates and performs erosion and invasive control; performs trail maintenance and cave management; conducts research; designs and installs signage; and coordinates and performs trash clean-up.

Supervises and performs a variety of duties related to environmental education;

coordinates and plans events for the Conservation Rangers; plans and conducts work projects for Teen Program, and coordinates volunteer activities.

Supervises and performs a variety of duties related to right of way management including mowing, landscape maintenance, maintaining drainage channels, and debris removal.

Supervises and performs a variety of duties related to park and playground maintenance.

Supervises and performs animal control duties, including pick-up of stray animals and removal and appropriate disposal of dead animals.

Inspects projects undertaken by private contractors to ensure compliance with city contracts and approved plans, specifications, standards of workmanship, quantity, quality, and types of materials used to ensure

Performs inspections and code enforcement.

MINIMUM EDUCATION AND TRAINING

Associates degree in biology, environmental services, forestry, parks and recreation or related field, plus four (4) years related experience and two (2) years supervisory experience; OR equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Must possess a valid Class C Texas driver's license with an acceptable driving record. Must pursue Arborist training and obtain a Pesticide Applicator license within one year of hire. Employees in this position must pass pre-employment criminal background investigation and drug test.

FEMA National Incident Management Systems (NIMS) courses must be successfully completed within one year of hire date.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to recommend decisions and makes recommendations to the Public Works director or City Administrator regarding policies, rules, or procedures.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft word, Microsoft Outlook, Microsoft Excel, internet software systems, and contact management systems. Must have knowledge of basic statistical methods.

Reasoning Skills:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but can be noisy as the employee spends a significant amount of time outside the office visiting job sites. The employee has frequent contact with the public and other organizations. The employee is frequently required to work under time pressures to meet deadlines, perform multiple tasks simultaneously, frequently change tasks, and work closely with others as part of a team.



MAINTENANCE TECHNICIAN I

Department: Public Works FLSA Status: Non-Exempt Pay Grade: 2
Reports To: Director of Public Works Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

The City is hiring for a Maintenance Technician I position. This is a field level position within the City's Public works Department. Work is performed under general supervision and while you do not have to be an expert in any field, and training will be provided. You must be able to follow directions, work safely, and be open to learning new things every day. This position works outdoors which may include exposure to adverse weather conditions. Maintenance Technicians must be able to communicate with employees and public in a courteous and diplomatic manner. You must be able to respond to after-hours call out for emergency situations including stand-by rotation and special events (overtime or other compensatory time is provided).

SPECIFIC DUTIES AND RESPONSIBILITIES

Performs a variety of manual labor related to **construction projects**, including drainage, landscaping, tearing out driveways and pouring concrete, creating trails, laying sod, and installing fences.

Performs a variety of manual labor related to **environmental services** projects, including brush collection, mowing, delivering mulch, keeping trails clean and accessible, dead animal removal, wildlife management, , picking up and properly disposing of hazardous materials, assisting with Community Garden maintenance, installing irrigation systems, and laying and maintaining sod.

Performs a variety of manual labor related to **street maintenance** and repair projects, including barricading, and directing traffic, patching holes, cleaning ditches, and mowing.

Performs a variety of manual labor related to **water/wastewater projects**, including, but not limited to, assisting in the repair of water leaks; repair and maintenance of lift stations; installing, repairing, and maintaining sprinkler systems; meter reading; installing meters; cleaning water tanks; flushing hydrants; and with wastewater system maintenance and repairs.

Performs a variety of manual labor related to **carpentry projects**, including rough and finish woodworking, repairing council tables, shelving, and signage in City Hall.

Performs variety of manual labor related to **building maintenance** projects, including setting up for meetings at City Hall, installing door hardware, touching up paint, hanging pictures, and repairing basic electrical problems related to lighting, fans, air conditioning, etc.

Performs a variety of manual labor related to **vehicle maintenance**, including taking vehicles in for scheduled inspections and oil changes; cleaning radiators on tractors; ensuring tires are patched, rotated, and balanced; and ensuring vehicles are washed and vacuumed.

Maintains tools, including sharpening chainsaws, cleaning air filters, cleaning carburetors, changing spark plugs, and keeping gas cans filled.

Operates heavy equipment, including skid loaders and backhoes.

Operates a variety of light and medium equipment including stump grinders, sod cutters, rollers, chainsaws, all-terrain vehicles, and brush chippers.

Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policies and practices and adheres to responsibilities concerning safety prevention, reporting, and monitoring.

Responds and assists in after-hours call out for emergency situations including stand-by rotation water sampling rotation and special events. (overtime or comp time is provided)

Performs other related duties as assigned.

MINIMUM EDUCATION AND TRAINING

High school diploma or GED equivalency required; experience in equipment operation, construction, landscaping, and/or utility maintenance; or any equivalent

12/2/21

combination of experience and training that provides the knowledge and abilities necessary to perform the work.

Training will be provided for tasks related to municipal operations.

Must possess a valid Class C Texas driver's license with an acceptable driving record.

Must pass a pre-employment criminal background investigation and drug test. Must attempt to obtain a "D" water license within 6 months of hire. The City will provide training and practice tests to assist employees with the test. Additional technical skills and training will be acquired on the job.

Promotion Ability (Failure to pass the test, does not automatically result in termination, and may only result in a denial of promotion to the next step):

MT1 – Step 2 – Successful passage of the D Water License exam and 6 months on the job

MT1 – Step 3 – Successful passage of the D Water License PLUS Wastewater Collection I and 12 months on the job

MT1 – Step 4 – Successful passage of the D Water License PLUS Wastewater Collection I and 18 months on the job

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit and talk or hear. The employee is frequently required to stand. The employee is regularly required to reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and color vision.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the public both visually and verbally. Public contact usually involves discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures.

Language Ability:

Ability to read, analyze, and interpret blueprints, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but can be noisy as the employee spends a significant amount of time outside the office working on job sites.



MAINTENANCE TECHNICIAN II

Department: Public Works FLSA Status: Non-Exempt Pay Grade: 3
Reports To: Director of Public Works Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

Performs and coordinates a variety of maintenance, construction, labor- and trades-based duties in the City's Public works Department. An employee in this class may be assigned to a division within the Public Works Department, including Environmental Services, Maintenance, and/or Water/Wastewater. Work is performed under minimal supervision. The principal duties of this class require significant outdoor work, which may include frequent exposure to adverse weather conditions. Maintenance Technician II must be able to communicate with employees and public in a courteous and diplomatic manner. You must be able to respond to after-hours call out for emergency situations including stand-by rotation and special events (overtime or comp time is provided).

SPECIFIC DUTIES AND RESPONSIBILITIES

Performs and coordinates a variety of work related to **construction projects**, including drainage, landscaping, tearing out driveways and pouring concrete, creating trails, laying sod, and installing fences.

Performs and coordinates a variety of work related to **Environmental Service** projects, including brush collection, mowing, delivering mulch, keeping trails clean and accessible, removing dead animals, wildlife management, picking up and properly disposing of hazardous materials, assisting with Community Garden maintenance, installing irrigation systems, and laying and maintaining sod.

Performs and coordinates a variety of work related to **street maintenance** and repair projects, including barricading and directing traffic, patching holes, cleaning ditches, and mowing.

Performs and coordinates a variety of work related to **water/wastewater projects**, including, but not limited to, fixing water leaks; assisting with repair and maintenance of lift stations; installing, repairing, and maintaining sprinkler systems; meter reading; installing meters; cleaning water tanks; flushing hydrants; and assisting with wastewater system maintenance and repairs.

Performs and coordinates a variety of work related to **carpentry projects**, including rough and finish woodworking, repairing council tables, shelving, and signage in City Hall.

Performs and coordinates a variety of work related to **building maintenance** projects, including setting up for meetings at City Hall, installing door hardware, touching up paint, hanging pictures, and repairing basic electrical problems related to lighting, fans, air conditioning, etc.

Performs and coordinates a variety of work related to **vehicle maintenance**, including taking vehicles in for scheduled inspections and oil changes; cleaning radiators on tractors; ensuring tires are patched, rotated, and balanced; and ensuring vehicles are washed and vacuumed.

Maintains tools, including sharpening chainsaws, cleaning air filters, cleaning carburetors, changing spark plugs, and keeping gas cans filled.

Operates heavy equipment, including skid loaders and backhoes.

Operates a variety of light and medium equipment including stump grinders, sod cutters, rollers, chainsaws, all-terrain vehicles, and brush chippers.

Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policies and practices and adheres to responsibilities concerning safety prevention, reporting, and monitoring.

Responds to after-hours call out for emergency situations including stand-by rotation, water sampling rotation and special events.

Performs other related duties as assigned.

MINIMUM EDUCATION AND TRAINING

High school diploma or GED equivalency required; minimum of two (2) years of experience in equipment operation, public works construction, landscaping, and/or utility maintenance; or any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the work. Must possess a valid Texas driver's license with an acceptable driving record. Must possess Class D Water and Class III Wastewater Operator licenses from Texas Commission on

Environmental Quality (TCEQ) or be able to obtain within 6 months of employment; additional technical skills training and certifications may be required for some job assignments. Must pass pre-employment criminal background investigation and drug test.

Assignment from a Technicism Level I to Technician Level II requires:

A minimum of 2 years' experience and possession of a Class D Water License and a Waste Water Collection I.

Promotion potential is as follows:

MT II -- Step 2-- Successful passage of the C Water License PLUS Wastewater Collection I and 12 months

Promotion Ability (Failure to pass the test, does not automatically result in termination, it may only result in a denial of promotion to the next step):

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit and talk or hear. The employee is frequently required to stand. The employee is regularly required to reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and color vision.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the general public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules or procedures.

Language Ability:

Ability to read, analyze, and interpret blueprints, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to

write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Contact Management systems; Spreadsheet software and Word Processing software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but can be noisy as the employee spends a significant amount of time outside the office working on job sites.

SUNSET VALLEY

IT'S GOOD TO BE HERE

SUPERINTENDENT

Department: Public Works FLSA Status: Non-Exempt Pay Grade: 7
Reports To: Director of Public Works Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

Oversees a variety of maintenance, construction, labor- and trades-based duties in the City's Public works Department. An employee in this class may be assigned to a division within the Public Works Department, including Environmental Services, Maintenance, and/or Water/Wastewater.

Work is performed under minimal supervision. The principal duties of this class require significant outdoor work, which may include frequent exposure to adverse weather conditions. The superintendent for the City, will require efficient project management of projects on time and budget; as well as effectively managing and training staff and dealing with the public in a courteous and diplomatic manner. Employee must be able to respond to after-hours call out for emergency situations including stand-by rotation and special events.

SPECIFIC DUTIES AND RESPONSIBILITIES

Assist in the Hiring and supervision of department staff to ensure effective and efficient operations.

Implement and monitor the progress of capital improvement projects related to city operations.

Assist in the preparation of the department budget and monitor budget expenses.

12/2/21

Gather, compile, analyze, and evaluate data regarding water/wastewater operations and services.

Ensure compliance with city, state, and federal regulations.

Previous experience and knowledge pertaining to the construction, operation, and maintenance of water and wastewater infrastructures, as well as streets, and other City related projects.

Manage and coordinate a variety of work related to **construction projects**, including drainage, landscaping, tearing out driveways and pouring concrete, creating trails, laying sod, and installing fences.

Manage and coordinate a variety of work related to **environmental service projects**, including brush collection, mowing, delivering mulch, keeping trails clean and accessible, removing dead animals, wildlife management, picking up and properly disposing of hazardous materials, assisting with Community Garden maintenance, installing irrigation systems, and laying and maintaining sod.

Manage, coordinate, and perform a variety of work related to **street maintenance and repair projects**, including barricading, and directing traffic, patching holes, cleaning ditches, and mowing.

Manage a variety of work related to **water/wastewater projects**, including, but not limited to, repairing water leaks; assisting with repair and maintenance of lift stations; installing, repairing, and maintaining sprinkler systems; meter reading; installing meters; cleaning water tanks; flushing hydrants; and assisting with wastewater system maintenance and repairs.

Manage, coordinate, and perform a variety of work related to **carpentry projects**, including rough and finish woodworking, repairing council tables, shelving, and signage in City Hall.

Manage, coordinate, and perform variety of work related to **building maintenance** projects, including setting up for meetings at City Hall, installing door hardware, touching up paint, hanging pictures, and repairing basic electrical problems related to lighting, fans, air conditioning, etc.

Manage, coordinate, and perform a variety of work related to **vehicle maintenance**, including taking vehicles in for scheduled inspections and oil changes; cleaning radiators on tractors; ensuring tires are patched, rotated, and balanced; and ensuring vehicles are washed and vacuumed.

Manages the **inventory of assets and tools**, including sharpening chainsaws, cleaning air filters, cleaning carburetors, changing spark plugs, and keeping gas cans filled.

May **operate heavy equipment**, including skid loaders and backhoes.

May **operate a variety of light and medium equipment** including stump grinders, sod cutters, rollers, chainsaws, all-terrain vehicles, and brush chippers.

Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policies and practices and adheres to responsibilities concerning safety prevention, reporting, and monitoring.

Responds to after-hours call out for emergency situations including stand-by rotation and special events.

Ensures compliance with municipal purchasing policies.

MINIMUM EDUCATION AND TRAINING

High school diploma or GED equivalency required; two (2) years of experience with the City of Sunset Valley and a minimum of four (4) years of experience in equipment operation, public works construction, landscaping, and/or utility maintenance; or any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the work. Must possess a valid Class C Texas driver's license with an acceptable driving record. Must possess a Class D water license from Texas Commission on Environmental Quality (TCEQ) or be able to obtain within 6 months of employment; additional technical skills training and certifications may be required for some job assignments. Must pass pre-employment criminal background investigation and drug test.

8+ years of progressively responsible experience, including 3+ years of experience in a managerial capacity.

A thorough knowledge of all trades

Strong organizational and people skills

3+ years of Project Management experience

A minimum of 3 years' experience in scheduling, ordering, field supervision, quality control, and production of all phases of commercial construction

Must be able to read and interpret blueprints.

Must understand basic permitting and plan review software, as well as geospatial information (GIS).

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit and talk or hear. The employee is frequently required to stand. The employee is regularly required to reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and color vision.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules or procedures.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills:

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Basic statistical knowledge is required.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Contact Management systems; Internet software; Spreadsheet software and Word Processing software.

Work Environment:

The noise level in the work environment is usually moderate but can be noisy as the employee spends a significant amount of time outside the office working on job sites.



UTILITY SUPERVISOR

Department: Public Works FLSA Status: Non-Exempt Pay Grade: 6
Reports To: Director of Public Works Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

Responsible for the operation and maintenance of all equipment related to the water/wastewater systems of the City of Sunset Valley, with treatment provided by the City of Austin. Employees in this classification ensure the proper and effective operation of the water/wastewater system by operating, maintaining, and repairing the groundwater well, lift stations and pipelines. Employee supervises assigned staff performing utility repair and general construction activities, including assigning and reviewing work, conducting performance reviews, and recommending personnel actions such as hiring, promoting, disciplining, and terminating.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

Researches and recommends new equipment and budget preparation related to the division.

Takes water samples, performs laboratory tests, and checks tests results, taking appropriate action as needed.

Records data from meters, gauges, control panels; operates computerized monitoring system; processes control changes logged in daily log book; monitors system readings.

Makes periodic rounds of lift stations, observing operating conditions, interpreting meter and gauge readings; backflushes pumps, checks floats and performs routine maintenance; may use crane or heavy equipment to replace/repair pumps.

Performs minor maintenance and preventive maintenance; coordinates and performs more major maintenance and repair activities.

Operates equipment to move materials, supplies, equipment, and collected debris; starts and stops pumps, motors, blowers, engine generators, and centrifuges to control and adjust flow and treatment processes.

Operates equipment to clean and inspect sewer lines and manhole including video cameras, sewer rod machine, mandrels and heavy equipment.

Performs inspections and code enforcement related to utilities.

Coordinates and performs a variety of maintenance and repair work on water lines, valves, belts, motors, electrical panels, and generators.

Performs electrical and plumbing work; replaces fixtures, switches, receptacles, wiring; repairs faucets, valves, and lines; maintains and repairs heating, ventilation, and air conditioning units and systems.

Diagnoses mechanical defects and takes appropriate actions; operates a variety of standard power tools and equipment in plant maintenance and repair activities on a regular basis; performs preventive maintenance on buildings, equipment, plumbing and electrical fixtures and systems; prepares and paints walls, doors, ceilings, machinery, and equipment.

Assures that the system stays within (TCEQ) compliance with all rules and regulations related to the water and wastewater system.

Supervise personnel including the general labor personnel and temporary labor personnel; will make recommendations in the annual employee evaluation process

Assists in preparation of bid solicitations and ensures compliance with municipal purchasing policies.

Researches and recommends new equipment, projects and capital equipment expenditures.

Performs other related duties as assigned.

MINIMUM EDUCATION AND TRAINING

Associates degree in engineering, construction management, chemistry, physical science or related field and 3-5 years' experience in water and/or wastewater system operation and maintenance; OR any equivalent combination of 3-5 years' experience, training, and education that provides the knowledge, skills, and abilities necessary to perform the work. Must possess a valid Texas driver's license. CDL is preferred.

Must possess and maintain a minimum of Distribution C Water license and Wastewater Collection II license; or ability to obtain licenses within one year of employment.

Must have knowledge of basic backflow prevention.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit and talk or hear. The employee is frequently required to stand. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and color vision.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make informed decisions and makes recommendations to policies, rules, or procedures.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present

information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must have knowledge of basic statistical methods.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Accounting software; Contact Management systems; Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but can be noisy as the employee spends a significant amount of time outside the office working on job sites. The employee has frequent contact with the public and other organizations. The employee is frequently required to work under time pressures to meet deadlines, perform multiple tasks simultaneously, frequently change tasks, and work closely with others as part of a team. The employee may be required to work overtime and may be required to attend council or committee meetings during the evening hours.



Detective Sergeant

Department: Public Safety

FLSA Status: Non-Exempt

Pay Grade:

Reports To: Chief of Police

Revised Date: 12.7.21

Approved Date:

GENERAL STATEMENT OF THE POSITION

This is a supervisory or specialized criminal investigations position in the field or office. Has responsibility for assisting in the supervision of Department personnel from various shifts, performing administrative tasks, and carrying out investigative duties, all of which require the use of specialized knowledge and skills. Employees may participate in the work performed by patrol officers and act in a supervisory capacity to provide specialized investigative direction and assistance to Patrol Officers. Manages all criminal cases that are initiated within the Department. Functions as the Department's primary criminal investigator. On occasion performs duties involving the first-line supervision of Patrol Officers and civilian employees involved in public protection, law enforcement, and criminal investigation work. Performs daily duties within the community oriented policing philosophy.

SPECIFIC DUTIES AND RESPONSIBILITIES

Acts as primary criminal investigator within the Department.

Facilitates all evidence submission to the State of Texas (DPS) Forensics and Drug lab.

Facilitates all court required processes related to drug or evidence destruction.

Reviews all open criminal cases and assigns direction within a reasonable time.

Reviews any case closed by patrol supervisory staff, to ensure there are no leads or similarities to other cases being investigated.

Instructs officers and patrol supervisors regarding criminal investigations, crime scenes, and the completion of judicial paperwork.

Supervises subordinate officers, assigns duties for general patrol and takes action to monitor results, establish procedures to monitor and/or regulate delegated assignments or projects.

Supervises and approves investigation of incidents and inspects equipment and appearance.

Monitors and evaluates Patrol Officers assigned to shift to include, but not limited to, training, analyzing and resolving work problems or assisting in solving work problems, taking appropriate corrective and/or disciplinary action where necessary.

Supervises the patrol of the city determining and establishing priorities, sets standards and provides proper assignment of personnel and allocation of resources.

Identifies problems and possible causes, evaluates courses of action and develops alternate solutions.

Keeps commanding officers informed of significant events.

Coordinates and participates in the enforcement of traffic and parking regulations, directs traffic, and investigates and prepares reports of traffic accidents and incidents.

Develops, and counsels subordinate officers towards successful performance of assignments and attainment of department objectives utilizing appropriate interpersonal styles and methods in dealing with people.

Stays abreast of current events and issues in law enforcement including officer safety and liability concerns.

Develops and inspires a service demeanor among subordinates in dealing with the public, including citizens, suspects, and members of law enforcement.

Reacts to situations utilizing appropriate levels of force as required and within the department's response to aggression force options.

Completes reports and reviews reports of subordinates as needed for proper documentation of incidents and police activities.

Responsible for maintaining and cleaning department issued equipment and assigned vehicles.

Performs other duties as assigned.

MINIMUM EDUCATION AND TRAINING

High School Diploma and 60 hours of college or 4 years of military experience, or any combination thereof at the acceptance of the Chief of Police.

Texas Commission on Law Enforcement Peace Officer certification (Some military exceptions may apply and waive state academy or training requirements).

Applicants for the position of Detective Sergeant must hold at least an Advanced Peace Officer License.

Must have at least 8 years of Peace Officer experience in local or state law enforcement or 4 years Military Police Officer Supervisory experience with at least 4 years of civilian Peace Officer experience.

MINIMUM QUALIFICATIONS AND STANDARDS

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

Individual must meet all physical and psychological requirements required to become a Patrol Officer.

Selection Process:

Applicants for the Detective Sergeant position will be required to successfully pass an interview board administered by the Department prior to selection. The interview board will consist of the Chief of Police, Lieutenant, one Patrol Officer, and at least one Sunset Valley resident.

Interpersonal Communication:

Requires the ability to function and effectively communicate in a positive manner with co-workers, representative from other agencies or the general public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation that can include the ability to make decisions and choices between policies, rules or procedures. Ability to respectively delegate and communicate expectations and concerns to officers under their supervision.

Computer Skills:

To perform this job successfully, candidates should have knowledge of certain programs, systems or software; Report Management Systems (RMS); Database software; Mobile Data Computer operations; word processing, presentation, email, and spreadsheet software.

Reasoning Skills:

Ability to interpret and carry out variety of instructions furnished in written, oral, diagram, or schedule form. Must use past experience, training and/or education to engage in problem-solving in order to determine solutions to various situations.

Work Environment:

Detective Sergeants occasionally operate within the same work environment as patrol officers which includes work outdoors, in patrol cars or other mode of transportation or on foot, during extreme weather, hot, cold or wet, and at times, during hostile or dangerous times or situations.

DRAFT

SUNSET VALLEY



IT'S GOOD TO BE HERE

Lieutenant

Department: Public Safety

FLSA Status: Exempt

Pay Grade: 9

Reports To: Chief of Police

Revised Date: 12.7.21

Approved Date:

GENERAL STATEMENT OF THE POSITION

Under direction of the Chief of Police, performs duties involving the management, direction, and oversight of the Department and is responsible for monitoring the activities of the Department including staffing, procedures, standards, and equipment; ensuring that they are consistent with current best practices in law enforcement. Performs daily duties within the community oriented policing philosophy.

SPECIFIC DUTIES AND RESPONSIBILITIES

Manages sworn and civilian positions in the Department including but not limited to: development and training of personnel; monitoring of staffing levels to ensure adequate coverage and minimizing overtime; etc.

Investigates and/or responds to citizens' questions, concerns and/or complaints relating to the Police Department.

Provides oversight and control over budget area relating to patrol (e.g. overtime, supplies, equipment, inventory, etc.) and assists in the budgetary process as it relates to the Department.

Establishes and maintains effective working relationships with residents, businesses, other City departments, and other government agencies.

Interprets, analyzes, develops, and/or maintains applicable operational, crime, and community policing reports for the Department. This may include, but is not limited to: monthly reports, crime analysis, status of equipment availability, reports required for grants, etc.

Assists with the selection, orientation, training, performance management, wage administration, and discipline of Department employees in accordance with City and Police

12/2/21

Department policy.

Ensures fair and consistent treatment of all employees in the Department.

Ensures that all work performed by the Department meets the City and Department's standards for customer service, accuracy, quality, and efficiency.

Assumes the essential work of the Police Sergeant or Police Chief during his/her absence.

Acts as the IT liaison with Administration and the 3rd party provider.

Performs other duties as assigned.

MINIMUM EDUCATION AND TRAINING

High School Diploma and 60 hours of college or 4 years of military experience, or any combination thereof at the acceptance of the Chief of Police.

Must have at least 4 years of supervisory experience and/or 4 years of experience as an investigator in an agency with at least 100 sworn officers.

Texas Commission on Law Enforcement Peace Officer certification (Some military exceptions may apply and wave state academy or training requirements).

Applicants for the position of Lieutenant must hold at least a Master Peace Officer License.

Must have at least 8 years of Peace Officer experience in local or state law enforcement or 4 years Military Police Officer Supervisory experience with at least 4 years of civilian Peace Officer experience.

Must be knowledgeable in current policing technologies with includes body cams, CJIS compliance surrounding technology, and other relevant software.

Must be knowledgeable in community policing and communication which may include social media and website updates.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical and Psychological Requirements:

Individual must meet all physical and psychological requirements required to become a Patrol Officer.

Selection Process:

Applicants for the Lieutenant position will be required to successfully pass an interview board administered by the Department prior to selection. The interview board will consist of the Chief of Police, one Patrol Sergeant, one patrol officer and at least one Sunset Valley resident.

Interpersonal Communication:

Requires the ability to function and effectively communicate in a positive manner with co-workers, representative from other agencies or the general public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation that can include the ability to make decisions and choices between policies, rules or procedures. Ability to respectively delegate and communicate expectations and concerns to officers under their supervision.

Computer Skills:

To perform this job successfully, candidates should have knowledge of certain programs, systems or software; Report Management Systems (RMS); Database software; Mobile Data Computer operations; word processing, presentation, email, and spreadsheets. Must possess basic statistical knowledge.

Reasoning Skills:

Ability to interpret and carry out variety of instructions furnished in written, oral, diagram, or schedule form. Must use past experience, training and/or education to engage in problem-solving in order to determine solutions to various situations.

Work Environment:

Lieutenants operate within the same work environment as patrol officers which includes work outdoors, in patrol cars or other mode of transportation or on foot, during extreme weather, hot, cold or wet, and at times, during hostile or dangerous times or situations.

SUNSET VALLEY



IT'S GOOD TO BE HERE

Patrol Officer

Department: Public Safety

FLSA Status: Non-Exempt

Pay Grade:

Reports To: Sergeant

Revised Date: 12.7.21

Approved Date:

GENERAL STATEMENT OF THE POSITION

Patrols the city during an assigned shift to preserve law and order, including traffic safety enforcement and citations, checking businesses and residences, discovering and preventing the commission of crimes, and enforcing state and municipal laws and ordinances; responds to calls for assistance. Performs daily duties within the community oriented policing philosophy.

SPECIFIC DUTIES AND RESPONSIBILITIES

Patrols an assigned area by car, bicycle, ATV, or on foot.

Responds to emergency calls and takes appropriate action.

Prepares and submits appropriate reports as required.

Interviews complainants, witnesses and suspects during investigations.

Secures crime scenes and preserves evidence.

Conducts security checks on commercial buildings.

Conducts security checks on residences as requested.

Enforces traffic laws and investigates traffic accidents.

Testifies in court on criminal and traffic cases.

Prepares and submits appropriate reports as required.

Answers citizen questions concerning laws and city ordinances and provides assistance.

Secures and transports prisoners.

12/2/21

Serves warrants.

Properly maintains vehicle, personal, and assigned departmental equipment.

Performs other duties as assigned.

MINIMUM EDUCATION AND TRAINING

High School Diploma or GED.

Possess or have ability to obtain Texas Commission on Law Enforcement Peace Officer certification (Some military exceptions may apply and waive state academy or training requirements).

Valid Texas Driver's License by the time of hire.

MINIMUM QUALIFICATIONS AND STANDARDS

Selection Process:

Applicants for Patrol Officer position will be required to successfully progress through the following processes prior to being hired:

- Background check
- Written test
- Physical agility test
- Oral board
- Psychological/physical evaluation
- Drug test

Interpersonal Communication:

Requires the ability to function and effectively communicate in a positive manner with co-workers, representative from other agencies or the general public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation that can include the ability to make decisions and choices between policies, rules or procedures. Ability to respectively delegate and communicate expectations and concerns to those direct reports whom will be supervised.

Computer Skills:

To perform this job successfully, candidates should have knowledge of certain programs, systems or software; Report Management Systems (RMS); Database software; Mobile Data Computer operations; Microsoft Word, PowerPoint, Outlook and Excel, word processing, presentation, email, and spreadsheet programs.

Reasoning Skills:

Ability to interpret and carry out variety of instructions furnished in written, oral, diagram, or schedule form. Must use past experience, training and/or education to engage in problem-solving in order to determine solutions to various situations.

Work Environment:

Patrol Officers work in a variety of environments including outdoors, in patrol cars or other modes of transportation or on foot, during extreme weather, hot, cold or wet, and at times, during hostile or dangerous situations. Officers work on varied shifts to provide 24/7 patrol coverage. Patrol officers are subject to call back or call in due to mandated scheduling or emergency situations.

DRAFT



Patrol Sergeant

Department: Public Safety

FLSA Status: Non-Exempt

Pay Grade:

Reports To: Chief of Police

Revised Date: 12.7.21

Approved Date:

GENERAL STATEMENT OF THE POSITION

Performs duties involving the first-line supervision of Patrol Officers and civilian employees involved in public protection, law enforcement, and criminal investigation work. Sergeants are primarily responsible for supervising the patrol of residential, commercial and greenspace areas, as well as performing Patrol Officer duties. Performs daily duties within the community oriented policing philosophy.

SPECIFIC DUTIES AND RESPONSIBILITIES

Supervises subordinate officers, assigns duties for general patrol and takes action to monitor results, establish procedures to monitor and/or regulate delegated assignments or projects.

Supervises and approves investigation of incidents and inspects equipment and appearance.

Monitors and evaluates Patrol Officers assigned to shift to include, but not limited to, training, analyzing and resolving work problems or assisting in solving work problems, taking appropriate corrective and/or disciplinary action where necessary.

Supervises the patrol of the city determining and establishing priorities, sets standards and provides proper assignment of personnel and allocation of resources.

Identifies problems and possible causes, evaluates courses of action and develops alternate solutions.

Keeps commanding officers informed of significant events.

Coordinates and participates in the enforcement of traffic and parking regulations, directs traffic, and investigates and prepares reports of traffic accidents and incidents.

12/2/21

Develops, and counsels subordinate officers towards successful performance of assignments and attainment of department objectives utilizing appropriate interpersonal styles and methods in dealing with people.

Stays abreast of current events and issues in law enforcement including officer safety and liability concerns.

Develops and inspires a service demeanor among subordinates in dealing with the public, including citizens, suspects, and members of law enforcement.

Reacts to situations utilizing appropriate levels of force as required and within the department's response to aggression force options.

Completes reports and reviews reports of subordinates as needed for proper documentation of incidents and police activities.

Responsible for the oversight of maintaining maintenance and cleaning of department issued equipment and assigned vehicles.

Performs other duties as assigned.

MINIMUM EDUCATION AND TRAINING

High School Diploma and 60 hours of college or 4 years of military experience, or any combination thereof at the acceptance of the Chief of Police.

Texas Commission on Law Enforcement Peace Officer certification (Some military exceptions may apply and wave state academy or training requirements).

Applicants for the position of Sergeant must hold at least an Intermediate Peace Officer License.

Must have at least 8 years of law enforcement experience in local or state law enforcement or 4 years Military Police Officer Supervisory experience with at least 4 years of civilian Peace Officer experience.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical and Psychological Requirements:

Individual must meet all physical and psychological requirements required to become a Patrol Officer.

Selection Process:

Applicants for the Patrol Sergeant position will be required to successfully pass an interview board administered by the Department prior to selection. The interview board will consist of the Chief of Police, Lieutenant, one Patrol Officer, and at least one Sunset Valley resident.

Interpersonal Communication:

Requires the ability to function and effectively communicate in a positive manner with co-workers, representative from other agencies or the general public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation that can include the ability to make decisions and choices between policies, rules or procedures. Ability to respectively delegate and communicate expectations and concerns to those direct reports under their supervision.

Computer Skills:

To perform this job successfully, candidates should have knowledge of certain programs, systems or software; Report Management Systems (RMS); Database software; Mobile Data Computer operations; Microsoft Word, PowerPoint, Outlook and Excel. word processing, presentation, email, and software programs.

Reasoning Skills:

Ability to interpret and carry out variety of instructions furnished in written, oral, diagram, or schedule form. Must use past experience, training and/or education to engage in problem-solving in order to determine solutions to various situations.

Work Environment:

Patrol Sergeants operate within the same work environment as patrol officers which includes work outdoors, in patrol cars or other mode of transportation or on foot, during extreme weather, hot, cold or wet, and at times, during hostile or dangerous times or situations



Police Chief

Department: Public Safety FLSA Status: Non-Exempt Pay Grade: 11
Reports To: City Administrator Revised Date: 12.7.21 Approved Date:

GENERAL STATEMENT OF THE POSITION

Directs, plans, and manages all functions and operations of the Police Department and related public safety in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property. Work involves organizing and directing all activities of the Police Department and a segment of Public Works and/or contracts related to public safety. The Police Chief reports to the City Administrator and consults with the Mayor and City Council in determining plans and policies to be observed in police operations. The Police Chief works under limited direction and use of independent judgement is expected. Acts as the acting City Administrator in the absence of the City Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

Develops, plans, and implements police department goals, objectives, rules, regulations, and work methods that comply with federal, state, and local laws and in response to assessment of community needs.

Establishes, within policy guidelines, appropriate service and staffing levels; establishes operational guidelines and standards for the department.

Coordinates, administers, and monitors police activities, personnel, and programs.

Provides consultation and staff assistance to City Administrator, Mayor, City Council, and other governmental officials.

Develops and administers the Police Department budget.

Supervises sworn and civilian police department staff; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work;

appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directs investigation of citizen complaints regarding officer misconduct or other alleged wrongdoing.

Meets with a variety of community organizations to promote department activities and develop positive community relations.

Attends City Council, Public Safety Committee and other City Committee meetings to represent the Department.

Responds to complaints and inquiries regarding department operations and policies.

Coordinates law enforcement activities with activities of other departments and law enforcement agencies.

Participates in professional organizations as appropriate.

Prepares, reviews, and presents reports and other necessary correspondence.

Provides input in the legislative process on matters related to law enforcement and public safety.

Additional Duties:

Public Safety

As the city's only 24 hours-a-day operation, the police department can play a major role in recognizing issues that negatively impact community standards in Sunset Valley by

Developing and implementing policies to protect citizens and maintain a high quality of life.

Protecting citizens and businesses includes abating nuisance-related issues that cross over into environmental law enforcement issues such as illegal dumping, littering, and abandoned vehicles.

Direct the efforts of police and public works personnel towards a more proactive approach to dealing with quality-of-life issues that impact the city.

Educate and train the public works staff to model some of the routine business practices of the police department such as daily briefings, activity reporting, problem solving and follow up.

Handle acute problems such as illegal dumping or littering will be handled immediately by either PD or PW. using internal or external resources.

Administration

Serves as the Acting City Administrator in the absence of the City Administrator.

Performs other related duties as assigned or as the needs of the city require. Serves as Emergency Operations Coordinator when an emergency has been declared; which includes

deployment of the assignment of personnel, assets, and equipment in line with federal NIMS training.

MINIMUM EDUCATION AND TRAINING

Bachelor's Degree in Criminal Justice, Leadership, Public Administration, Business Administration, or related field; Ten (10) years police experience, including five (5) years of experience as a supervisor. Master Peace Officer certification (TCOLE) and Instructor's License required. Must possess specialized certification in two (2) or more fields, and must have completed Law Enforcement Management Institute of Texas or equivalent out-of-state law enforcement management institute. Must possess a valid Texas driver's license.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As this position fills in and provides back up to all positions within the Department it must meet the same physical requirements of a Patrol Officer.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representative from other agencies and the general public. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules or procedures.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills:

Must have basic statistical knowledge.

Computer Skills:

To perform this job successfully, an individual should have knowledge of; word processing, presentation, spreadsheet, and email software programs.

Reasoning Skills:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT



Records, Property, and Evidence Technician

Department: Public Safety

FLSA Status: Non-Exempt

Pay Grade: 5

Reports To: Police Chief

Revised Date: 12.7.21

Approved Date:

GENERAL STATEMENT OF THE POSITION

Performs specialized clerical work which involves receiving, filing, maintaining, and releasing records related to criminal justice activities. Work involves heavy phone usage, computer work, and front desk assistance to officers, the public, and other City staff. Duties include retrieving police reports, advising customers of City rules and procedures regarding alarm permits and entering vacation watches into databases. Information retrieved and released must be accurate and released only to authorized personnel. Evidentiary aspects of the job include public contact work in the receipt, processing and maintenance of the chain of custody for evidence, found property and personal property. Maintains the integrity of police operations by proper collection, processing, packaging, storage and categorizing police evidence, to include bio-hazardous material (e.g., blood, urine, etc.,) chemicals, drugs, weapons, and crime scene evidence. Responds to crime scenes for the purpose of evaluating, collecting, processing and securing crime scene evidence. Performs daily duties within the community oriented policing philosophy.

SPECIFIC DUTIES AND RESPONSIBILITIES

Files, tracks, and maintains custody and control of evidence; coordinates the return of evidence to owners.

Handles incoming and outgoing contact with citizens, business owners, Department staff, City officials, and community members.

Receives and disseminates information throughout the police department as directed or required.

Provides recordings of interviews, in-car videos, photo discs and lab results as required by the Municipal Courts, County Attorney or District Attorney's Office for court testimony.

Delivers evidence to the County or District Attorney's Office and testifies in municipal, county, state, or federal courts as directed by court summons or Department direction.

12/2/21

Researches cases through the Police Department, Municipal Court and the District Attorney's Office; identifies evidence ready for destruction; and Prepares property and evidence for destruction or other disposal – including hazardous and biological materials.

Manages, tracks, and produces statistical, informational or governmental reports.

Assists with planning, organizing, storing, and processing evidence and property in the Evidence/Property Section in accordance with State laws, City Ordinances, and Department policies and procedures.

Provides backup support to the Administrative Division when needed. This may include phone and in-person customer service duties.

Performs other duties as assigned.

MINIMUM EDUCATION AND TRAINING

High School Diploma or GED.

Must possess or have ability to obtain Texas Commission on Law Enforcement Peace Officer Investigation Certification (chief to provide correct info) certification (Some military exceptions may apply and waive state academy or training requirements).

Valid Texas Driver's License by the time of hire.

Two years of general clerical experience which has included detailed work, accounting or bookkeeping types of duties and responsibilities and inventory control experience.

or AND

A minimum one year of experience as a Records or Evidence Technician or any equivalent combination of training and experience that provides evidence that the applicant possesses the required knowledge, skills and abilities.

Completion or the ability to complete required training and receive the Basic Certification for Property and Evidence Technician within 12 months of hire date.

Forensic training preferred.

MINIMUM QUALIFICATIONS AND STANDARDS

Information for Potential Applicants: The Selection Process for this position will require successful completion of the following processes:

Applicants for the Records, Property, and Evidence Technician position will be required to successfully progress through the following processes prior to being hired:

- Background check
- Oral board
- Psychological
- Drug test

Interpersonal Communication:

Requires outstanding customer service skills and the ability to effectively communicate both verbally and in writing. Must be able to work independently in the absence of immediate supervision.

Computer Skills:

To perform this job successfully, candidates should have knowledge of certain programs, systems or software; Report Management Systems (RMS); Database software; Mobile Data Computer operations; Microsoft Word, PowerPoint, Outlook email software, word processing software, spreadsheet software, and Excel.

Reasoning Skills:

Ability to interpret and carry out variety of instructions furnished in written, oral, diagram, or schedule form. Must use past experience, training and/or education to engage in problem-solving in order to determine solutions to various situations. Must be organized and possess the ability to efficiently manage time.

Work Environment:

Work is primarily performed indoors in a standard office environment, however, due to the nature of the job involves exposure to wide ranges of chemicals, solvents and other solutions. Work involves frequent walking, standing, sitting, vision sufficient to read a variety of material and complete paperwork; distinguish colors; hearing, speaking, listening, and writing. Extreme confidentiality is required and must be able to handle multiple concurrent tasks, interruptions, and stress.

CITY COUNCIL MEETING DATE: DECEMBER 7, 2021



CITY COUNCIL AGENDA ITEM # 9

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: ADMINISTRATION/COMMITTEE ASSIGNMENTS

DESCRIPTION: Consider and act on appointing resident volunteers to the various City Committees. (Mayor Bruner/Administration)

BACKGROUND: Each year, City Council solicits residents to volunteer for the various City Committees, Boards, and Commissions that help govern the City. This year, 43 residents submitted their application to serve.

The list is attached here.

APPLICABLE CODE SECTIONS: Chapter 31 of the City of Sunset Valley Code of Ordinances.

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
NA							
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL BUDGETED	NOTES

STAFF RECOMMENDATION: Appoint residents as per their respective requests.

SUPPORTING MATERIALS PROVIDED: YES

- VOLUNTEER LIST

FY 22 Committee Applications

# OF APPLICANTS PER COMMITTEE	COMMITTEE	APPLICANT	POSITION
1	Arts Commission	Carla Jenkins	Regular
2	Arts Commission	James Hart	Alternate
3	Arts Commission	Joe Hutson	Regular
4	Arts Commission	John Frick	Regular
5	Arts Commission	Ruth Pifer-Hutson	Regular
6	Arts Commission	Myles Fox	Regular
7	Arts Commission	Sasha Russell	Regular
8	Arts Commission	Julie Kestner	Regular
9	Arts Commission	Karen Medicus	Regular
1	Board of Adjustment	Tom Cedel	Regular
2	Board of Adjustment	Sandy Cox	Regular
3	Board of Adjustment	Richard Hayes	Regular
4	Board of Adjustment	Walt Jenkins	Regular
5	Board of Adjustment	Susan Durso	Regular
1	Budget & Finance	Terry Cowan	Regular
2	Budget & Finance	Charles Young	Regular
3	Budget & Finance	Ariel Cloud	Regular
1	Community & Econ. Development	Penny Cedel	Regular
2	Community & Econ. Development	Lauren Alexander-Labahn	Regular
3	Community & Econ. Development	Mickie Powers	Regular
4	Community & Econ. Development	John Kestner	Regular
5	Community & Econ. Development	Clayton Stice	Regular
6	Community & Econ. Development	Horacio Zambrana	Regular
1	Planning and Environmental	Dawn Dickson	Regular
2	Planning and Environmental	Helen Besse	Regular
3	Planning and Environmental	Karen Medicus	Regular
4	Planning and Environmental	Katherine Johnson	Regular
5	Planning and Environmental	Lisa Versaci	Regular
6	Planning and Environmental	Zoe Trieff	Regular
7	Planning and Environmental	Melissa Gonzales	Regular
1	Public Safety	Art Williams	Regular
2	Public Safety	Ian Kasnoff	Regular
3	Public Safety	Jeff Burdett	Regular
4	Public Safety	Joe Koizen	Regular

FY 22 Committee Applications

# OF APPLICANTS PER COMMITTEE	COMMITTEE	APPLICANT	POSITION
5	Public Safety	John Kestner	Regular
6	Public Safety	Joseph Labahn	Regular
7	Public Safety	Michael Moore	Regular
8	Public Safety	Roberta Grimes	Regular
9	Public Safety	Ruth Dawson	Regular
1	Public Works	Randy Machemehl	Regular
2	Public Works	Ken Schroeder	Regular
3	Public Works	Melissa Gonzales	Regular
4	Public Works	Randy Rosengarten	Regular
5	Public Works	Richard Leigh	Regular

CITY COUNCIL MEETING DATE: DECEMBER 7, 2021



CITY COUNCIL AGENDA ITEM #10

STAFF PREPARER/CONTACT INFORMATION: Lenn Carter, Police Chief
lcarter@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: PURCHASING – EMERGENCY OPERATIONS

DESCRIPTION: Consider and act on approval of Emergency Operations planning purchases in an amount not to exceed \$33,250. (Mayor Bruner/Administration)

BACKGROUND: The winter storm event of 2021 highlighted several needs for the City to be fully prepared in the event of an emergency arising from flood, ice, fire, etc. Council approved \$50,000 for emergency funding in the FY22 budget. Staff began by reviewing the post event report presented to Council in March 2021. The attached list highlights some of the basic needs for personal protection, facility protection, and resident safety, especially in high water crossings.

At the November 16, 2021 City Council Meeting staff presented Council with a list of emergency items to be purchased that exceeded \$50,000 and would have required an additional \$50,000 to be drawn from reserves from the General Fund. However, the list did not meet the City's purchasing policy requirements. In addition, Council directed staff to consider where the purchased items would be stored as well as whether some of the items should be purchased using other City fund sources rather than funds dedicated to Emergency Operations.

Under these guidelines, staff proposes using Emergency Operations funds to purchase \$33,250 of necessary emergency equipment and supplies. The attached Emergency Operations Preparedness Items list is divided into three sections: Personal and Public Protection, Flood Warning Signage, and Equipment and Facility Protection.

PERSONAL AND PUBLIC PROTECTION

The Personal and Public Protection category contains items that Police and Public Works employees will need for the initial 72 hours of an extreme emergency event (the period during which assistance from outside agencies will likely be unavailable). The total cost of these items is \$18,250.

Flood Warning Signage

Automated flood warning signs would provide additional notice of potential flooding along low water crossings when water is detected at certain levels. At the November 16, 2021 City Council Meeting staff proposed installing 6 signs at an estimated cost of \$18,000 of Emergency Operations funds. Rather than purchasing the signage using Emergency Operations funds, this project will be vetted as a FY 23 CIP project.

Equipment and Facility Protection

As part of the emergency operations plan staff identified the need to purchase equipment to store fuel, install a transfer switch at City Hall for a generator, and winterization protection for public water backflow devices.

Fuel

At the November 16, 2021 City Council Meeting, staff recommended purchasing a combination fuel trailer to store and transport diesel and gasoline at an estimated price of \$20,000. This option is no longer feasible due to pricing and hazmat issues related to transporting gasoline and diesel fuel in a single large trailer. Staff now recommends purchasing two, double-walled, 250-gallon portable fuel cubes to store fuel. These fuel cubes would be refilled each winter with the remainder of the fuel being used for everyday use after winter. The cost of two fuel cubes is under \$10,000.

Emergency Generator Transfer Switch

Staff recommends initiating a contract with a vendor to provide a temporary emergency generator at City Hall prior to forecasted emergencies. An installed transfer switch for the leased generator can be purchased for \$5000.

Backflow Winterization

There are three backflow protection devices that protect the public water system from contamination. Water passes through these devices to provide water service to the City Facilities and the residents on Lone Oak Trail, Pillow Road, Reese Drive, and Sunset Trail. During Winter Storm Uri, two of these backflows had issues with bypass valves but were repairable. These devices do not currently have adequate weather protection. To protect the public water system, the Public Works Department is proposing to install boxes to protect these devices not only from the weather but also against vandalism. Public Works can also install these boxes in house. The Public Works Department recommends purchasing Safe-T Cover brand boxes from Test Gauge fitted with the capability for heat. The City had budgeted \$15,000 in Capital Improvement Projects for repairs and winterization of these devices. The additional funds for this project will be utilized from funds that will not be utilized from the automated meter reading (AMI) project for 2021-2022. That project is not anticipated to spend all the funds this budget year due to shipping delays.

The total cost of equipment and facility protection is \$15,000. The total cost of all the requested emergency equipment is \$33,250.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
01- General Fund	04- Public Works	5326	Emergency Fund	\$50,000	\$0	\$33,250	\$16,750
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES

FY21	01- General Fund	04- Public Works	Emergency Fund	5326	\$30,000	\$28,493	Offset with CARES act funds
-------------	---------------------------------	---------------------------------	---------------------------	-------------	-----------------	-----------------	--

STAFF RECOMMENDATION: Approve the expenditure

SUPPORTING MATERIALS PROVIDED: YES

- PERSONAL AND PUBLIC PROTECTION EQUIPMENT LIST
- PERSONAL AND PUBLIC PROTECTION EQUIPMENT QUOTES OVER \$1000
- PORTABLE FUEL CONTAINER QUOTES
- BACKFLOW WINTERIZATION DEVICE BID TABULATIONS

PERSONAL AND PUBLIC PROTECTION EQUIPMENT

ITEM	VENDOR	QUANTITY	DESCRIPTION	COST PER ITEM	TOTAL COST
Tire Chains	Kennedy Wire Rope & Sling Company	8	Snow/Ice Chains for Eight Vehicles. These chains will be kept in the PD garage until needed will help officers drive safer in adverse weather conditions. Stored in PD garage		\$1,268.79
MRE's	MRE Star	40	MRE's are for PD/PW employees in the event that food cannot be attained. Each box contains 12 MRE meals with a heater pack. This is enough food for a five day emergency. Quote already received from MRE Start who added on a government discount. Stored in PD supply room.	\$105.00	\$4,200.00
Air-Matress	Academy	20	"Air Comfort Dream Easy Twin Air-Matress" (Item#6201TRB). These mattresses would be used for PD/PW employees. Stored in city hall or PD attic space.	\$129.99	\$2,599.80
Cots	Academy	20	"Coleman Big-N-Tall Cot" (Item#2000023591). These cots would be used for staff or residents. They would also fit a bigger range of people since they are the big and tall version. Stored in city hall or PD attic.	\$109.99	\$2,199.80
Canopy	Academy	2	10x10 Canopy to be used by the PD. These will be stored in the PD garage.	\$44.99	\$89.98
Ice Cleats	SlipResistant.net	15	These ice beast cleats are some of the best for police officers and would help to prevent injuries from falling. The cost of each pair of cleats is \$56.97 per/pair. These will be stored in the PD property room.	\$854.55	\$854.55
Flares	Grainger	3	Flares are used by emergency personnel to help them be more visible in poor weather conditions. Stored in the PD garage or PD vehicles.	\$141.68	\$425.04
Generator	Home Depot	1	"Honda 3000-Watt Quiet Gasoline Generator". This generator will be used by the PD for emergency power needs or on scenes where light is needed. Stored at PD.	\$2,299.00	\$2,299.00
Tarps	Home Depot	7	Tarps to be used on crime scenes and for mass casualty events. Stored at PD.	\$29.68	\$207.76

Blackstone	Amazon	1	The Blackstone will assist employees in cooking hot meals. Stored in PD garage.	\$399.99	\$399.99
Propane	Amazon	10	These 4-Pack 16oz. Propane bottles will be used with the buddy heaters by PD/PW or residents. They will be stored at PD garage.	\$46.99	\$469.90
Buddy Heater	Amazon	22	These buddy heaters will be used with the above propane bottles and are for PD/PW or residents. They will be stored in PD attic.	\$88.07	\$1,937.54
Hand Warmers	Amazon	6	Hand warmers for PD/PW to use while working in cold weather conditions. Will be stored at PD and PW.	\$27.54	\$165.24
De-Icer	Amazon	6	De-Icer spray to be used by PD to allow for more visible driving conditions. Will be stored in the PD and PW garage.	\$48.99	\$293.94
Bottled Water	Sam's Club	2	2 pallets of water stored in PD garage	\$419.00	\$838.00
				Grand Total	\$18,249.33

**EMERGENCY OPERATIONS PERSONAL AND PUBLIC PROTECTION EQUIPMENT
PRICE QUOTES FOR ITEMS OVER \$1000**

TIRE CHAINS

VENDOR	DESCRIPTION OF ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE	SHIPS
Kennedy	SUV/LT Tire Chains	8	\$158.60	\$1268.79	DEC 2021
Grainger	SUV/LT Tire Chains	8	\$187.89	\$1503.12	DEC 2021
Security Chain Company	SVV/LT Tire Chains	8	\$189.08	\$1512.64	DEC 2021

MREs

VENDOR	DESCRIPTION OF ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE	SHIPS
MRE Star	12 Complete MRE Star Meals per Case with Chemical Heaters	40	\$105	\$4,200	DEC 2021
Survival Warehouse	12 Complete MRE Star Meals with Chemical Heaters sold in 8 cases units	5	\$899.99	\$4445	DEC 2021
Amazon	MRE Star 12 Meal Kits Case with Chemical Heaters	40	\$135	\$5400	DEC 2021
SOS Products	MRE Star Meal with Chemical Heaters 12 per Case	40	\$99	\$3960	DEC 2021
Cheaper Than Dirt	5 Star Gear 12 Complete Meal Ration Case w/o Chemical Heater	40	\$89.92	\$3596.80	DEC 2021

AIR MATTRESSES

VENDOR	DESCRIPTION OF ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE	SHIPS
Walmart	Air Comfort Dream Easy Twin Size Raised Air Mattress with Built-in Pump 350lb Capacity	20	\$129.99	\$2599.80	DEC 2021
Academy	Air Comfort Dream Easy Twin Size Raised Air Mattress with Built-in Pump 350lb Capacity	20	\$129.99	\$2599.80	DEC 2021
Home Depot	Air Comfort Dream Easy Twin Size Raised Air Mattress with Built-in Pump 350lb Capacity	20	\$82.60	\$1652	DEC 2021

COTS

VENDOR	DESCRIPTION OF ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE	SHIPS
Coleman	Big-N-Tall Cot	20	\$119.99	\$2399.80	DEC 2021
Academy	Big-N-Tall Cot	20	\$109.99	\$2199.80	DEC 2021
Field and Stream	Big-N-Tall Cot	20	\$119.99	\$2399.80	DEC 2021

GENERATOR

VENDOR	DESCRIPTION OF ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE	SHIPS
Home Depot	Honda 3000-Watt Electric and Recoil Start Gas Powered Generator	1	\$2299	\$2299	DEC 2021
Lowe's	Honda 3000-Watt Electric and Recoil Start Gas Powered Generator	1	\$2349	\$2349	DEC 2021
Northern Tool and Equipment	Honda 3000-Watt Electric and Recoil Start Gas Powered Generator	1	\$2299	\$2299	DEC 2021

PORTABLE HEATERS

VENDOR	DESCRIPTION OF ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE	SHIPS
Amazon	Mr. Heater F232000 MH9BX 4,000-9,000 BTU Indoor-Safe Portable Propane Heater	22	\$88.07	\$1937.54	DEC 2021
Tractor Supply Company	Mr. Heater F232010 MH9BX 4,000-9,000 BTU Indoor-Safe Portable Propane Heater	22	\$89.99	\$1979.78	DEC 2021
Walmart	Mr. Heater F232000 MH9BX 4,000-9,000 BTU Indoor-Safe Portable Propane Heater	22	\$121.69	\$2677.18	DEC 2021

PRICE QUOTES FOR PORTABLE FUEL TANKS

VENDOR	DESCRIPTION OF ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE	SHIPS
Northern Tool and Equipment	Western Global Fuel Cube 250 Gal. w/ 12V Pump Kit and Fuel Gauge	2	\$3611.65	\$7,223.30	DEC 2021
JME Ellsworth	Western Global Fuel Cube 250 Gal. w. 15GPM Transfer Pump Package	2	\$4185.37	\$8,370.74	DEC 2021
Equipmentland	Fuel Cube Doublewalled 243 Gal. Tank w/o PumpKit	2	\$3,031	\$6,062	DEC 2021
Global Industrial	Western Global Fuel Cube 250 Gal. w/ 115V 12 Gal. per minute Pump Kit	2	\$3,712	\$7,424	DEC 2021
Grainger	Fuel Cube 243 Gal. Fuel Tank with Pump Kit	2	\$5107.48	\$10,214.96	JAN 2022



Bid Tabulation-Backflow Protection Device Winterization

Vendor	Style	22"X72"X50" Slab Mount Cover	26"X86"x54" Slab Mount Cover	38"X120"x64" Slab Mount Cover	Total
Test Gauge	Safe-T Cover with Heat capability	4,653.85	4,925.40	6,907.75	16,487.00 + 500.00 (Approx) Shipping
Test Gauge	Hot Box Enclosure with Heat capability	5711.89	6809.04	10,911.40	23,432.33 + (500.00 Approx) Shipping
Miller Mays	Safe-T Cover	No Bid	No Bid	No Bid	NA
Grainger	Hot Box	Size Not Available	Size Not Available	Size Not Available	NA



Image of Safe-T Cover

CITY COUNCIL MEETING DATE: DECEMBER 7, 2021



CITY COUNCIL AGENDA ITEM # 11

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: AUDIO/VISUAL IMPROVEMENTS TO CITY HALL

DESCRIPTION: Consider and act on approving the purchase of a new Granicus Encoder in the amount of \$6102.68 as part of overall audio-visual improvements to City Hall. (Mayor Bruner/Administration)

BACKGROUND: As part of the budget process, Council identified audio/visual improvements as a high priority. Council directed staff to begin the necessary improvements to City Hall for an improved audio/visual experience by the residents and public at large. An assessment of City Hall was completed, and 2 key takeaways resulted. Prior to any improvements in audio/visual, the necessary electrical improvements would be needed, as well as an upgraded encoder that would have eventual capability of 1080i and 4G signal. The existing encoder does not have that capability resulting in a poor-quality experience by the viewing public.

The Granicus encoder upgrade is \$6,102.68, however, after several visits by our consultant assisting on the project, it has been determined that the best path forward is to proceed as follows:

- a. Upgrade the Granicus Encoder. (December 2021)
- b. Allow staff to continue to refine the needs in the Chambers and associated Executive Conference Room once the capabilities of the encoder are fully implemented. (February 2022)
- c. Plan out the execution of a fully feasible project. (March 2022)
 - i. Electrical Install
 - ii. Building modification as needed
 - iii. Software/Hardware needs

This item will only handle the upgrade to the encoder. Future expenses to this budget item will be brought back to Council as necessary.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policy

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
01- General	01 - Administration	5727	Audio System	\$25,000	\$1,000	\$6,102.68	\$17,897.32
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION:

SUPPORTING MATERIALS PROVIDED: YES

- GRANICUS QUOTE

CITY COUNCIL MEETING DATE: DECEMBER 7TH, 2021



CITY COUNCIL AGENDA ITEM # 12

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director
cmeredith@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: SOLID WASTE SERVICES

DESCRIPTION: Consider and act on the Texas Disposal System (TDS) contract, codifying recent requests by Council as approved in the FY 22 budget. (Mayor Bruner/Administration)

BACKGROUND: In 2016, Council approved a five-year contract with Texas Disposal Systems for solid waste services. In 2021, that contract auto renewed for another five-year term. However, between 2016 and 2021 Council made various amendments to the contract. This includes adopting commercial rates, adding in brush grinding, and moving to bulk pick-up provided by TDS and weekly recycling. To have a more cohesive document a revised contract that codifies all the amendments made by City Council has been created. This contract also lays out the rates that would be in effect for the next five years. The cost for services has already been included in the FY22 budget and this does not affect the adopted budget. In addition, as part of Emergency Operation Planning, this contract gives Sunset Valley disaster priority for up to 5 roll off containers once it is safe for TDS to operate. Solid Waste Services are not required to have competitive bids according to state regulations.

Although there were some issues regarding brush pick up earlier this year, TDS has addressed those issues and has served the City well in the past.

Overall, this contract codifies all the adopted amendments over the last few years into one document, adds a disaster priority agreement, and does not impact the budget or change existing residential services.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policy

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
Solid Waste Services	Solid Waste	07-5373	Contractual Solid Waste	\$104,000	NA	-\$96,000	\$8,000
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES
FY 21	Utility Enterprise	Solid Waste	Contractual Solid Waste	07-5373	\$100,000	\$92,133	

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- PROPOSED TDS CONTRACT

CITY COUNCIL MEETING DATE: DECEMBER 7, 2021



CITY COUNCIL AGENDA ITEM # 13

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: PURCHASING – CONTRACT

DESCRIPTION: Consider and act on appointing Canales & Co. as the consultant for creative brand implementation for the recently rebranded City logo and subsequent tag lines for an amount not to exceed \$114,500. (Mayor Bruner/Administration)

BACKGROUND: Canales and Co. were the subconsultant to Ampersand Marketing, and were instrumental in the development of the brand, logo, and associated tag lines.

Ampersand has recently withdrawn their proposal to continue marketing efforts with the City of Sunset Valley. However, much work was put into that effort by both Canales, resident subcommittees, staff, and Council; to allow that work to grow stale would be a disservice to the community.

The Mayor and the City Administrator discussed the possibility of Canales and Co continuing their efforts with the City of Sunset Valley through a partnership agreement with staff, to continue the brand efforts and assist in the development of a cohesive campaign where the efforts are more focused on brand recognition, hardscape, and beautification. Canales and Co has tentatively agreed and offers the following:

1. Phase 1 - Contract amount not to exceed (NTE) \$84,500 for creative management of the brand and its roll out and exploration into expanding the brand prior to media placement.
2. Phase 2 – Ideation/Concept of brand placement and future brand placement and beginning of media placement. (NTE \$30,000)

3. Partnership with City staff to execute the vision and lower hanging fruit. This would consist of providing creative direction and advising staff, as staff moves toward the:
 - a. Planning
 - i. Regulatory agency coordination
 1. City of Austin
 2. TXDOT
 3. HCC-Violet Crown Trail
 - b. Project Management
 - i. Brand Identification
 1. Banners/Poles
 2. Gateway signs
 3. Street signs
 - ii. Beautification
 1. Electric meter box artwork
 2. Planters/Benches
 3. Art in public spaces
 4. Future Mural location(s)
 - iii. Vendor selection/Bid Process
 - iv. Timelines
 - c. Funding
 - i. Grant Opportunities

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
16-HOT Fund	16-HOT Fund	5500	Advertising/Public Notices	114,833	0	114,833	0
16-HOT Fund	16-HOT Fund	5500	Advertising/ Public Notices	33,000	0	0	33,000
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL BUDGETED	NOTES
2021	16-HOT	16-HOT	Advertising/ Public Notices	5500	\$189,645	\$230,000	Unspent \$40,355 from prior Ampersand Marketing Contract. Estimated Fund Balance in HOT \$687,338

STAFF RECOMMENDATION: Approve- Direct staff to work with Canales and the City Attorney to bring back a contract for Council approval at the January 2022 Council meeting.

SUPPORTING MATERIALS PROVIDED: YES

- POWERPOINT PRESENTATION

Pole Banners

Examples of Previously Discussed Banner Designs at the Ad Hoc Marketing Committee level. No other public input has occurred .

WHAT'S GOOD?



GATHERINGS AT THE
HOMESTEAD.



WHAT'S GOOD?



FARMER'S MARKET
SATURDAYS.



WHAT'S GOOD?



HAPPY HOUR
AT DOC'S BACKYARD.



WHAT'S GOOD?



GREENBELT
NATURE WALKS.



WHAT'S GOOD?



CRUZTECA
SECRET SALSAS.



**SUNSET VALLEY**

IT'S GOOD
TO BE
HERE

CANALES & CO
BRAND BUILDERS

Sunset Valley Brand Experience

2022 Discussion

November 9th, 2021



Agenda

01 Sunset Valley Brand Summary

02 Your Team

03 2022 Approach

04 Activities & Cost Ballpark

01

Sunset Valley Brand Summary From 2021

Sunset Valley Brand Creative

As a team partnered with Ampersand in 2021 we completed the following creative:

- Research and Discovery
- Creation of a brand platform
- Logo design
- Slogan development
- Banner art signage (not produced)
- Brand style guide
- Two digital ad campaigns
- Shopping district website
- Tactical work such as ArtFest and more

However, much of the branding work has been under-utilized to date and there are opportunities to refine and elevate the work to suit our needs.



Sunset Valley Brand Platform To Date

Personality: Down to Earth, Eclectic, Independent

Purpose: Preserving what's best while growing what's good

Positioning: Sunset Valley is a Hidden Gem. All the benefits of convenience and access to major metro, but without compromise or loss of quality of life. SV is an artful place where one can slow down, spend time, explore and experience diversity and creativity at its best.

Promise: Sunset Valley is a community that promises to be both independent and interdependent, with an eye on maintaining the things that make our lifestyle envied and admired by others.

Sunset Valley Brand Pillars

NATURE

- > Violet Crown Trail
- > Neighborhood Trails
- > Butterfly Garden and Picnic area in Upper Cougar Creek
- > Wildlife

QUALITY OF LIFE

- > Great Schools
- > Low Taxes
- > Clean and Safe
- > Community Gardens

ACCESSIBILITY

- > Proximity to Austin
- > Proximity to HWY 290
- > Walkability

CREATIVITY

- > Commissioned pieces by local artists
- > Artfest

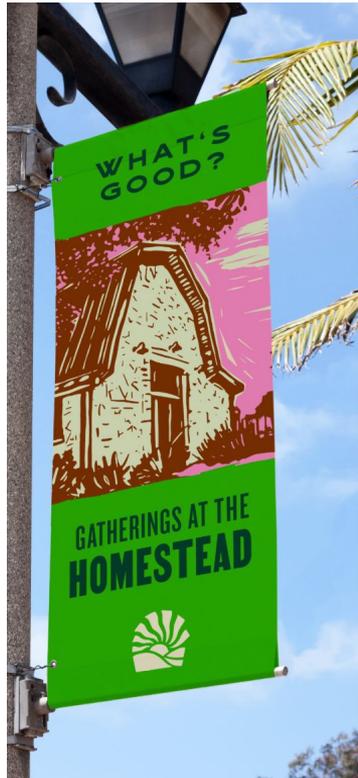
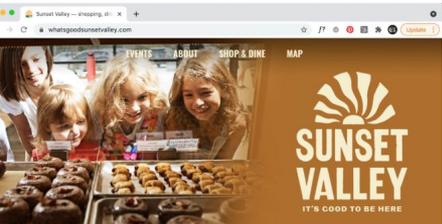
COLLABORATION

- > School Districts
- > Retailers/Brokers
- > Trail conservancy
- > Austin CVB
- > Environment

RETAIL EXPERIENCE

- > Unique shopping and dining
- > Local business
- > Local events

Sunset Valley Brand Creative



02

**Your Team
Moving Forward**



Founded in 2014 with a combined 25 years experience in branding and advertising, Canales & Co. is dedicated to building and growing iconic brands.

Our experience ranges from building brands like YETI, Costa del Mar, Cape May Brewing and Shiner Beers, to partnering with companies like Whole Foods, Oakley, Central Market, Stripes, Miller Coors, Tecovas Boots, Academy, and William Chris Winery to name a few.



A personal and passionate team.

We're not big. That's intentional. Our small size gives us the freedom to pick projects we actually want to work on. Sunset Valley is a passion project of mine personally and our team, being a resident and a Sunset Valley company. I have pride in my city and pride in our work, and desire for our city to have a premium brand. I'm personally invested in this endeavor, just as much as everyone here. We desire to work positively together as a team with city stakeholders to make our city a branded destination people will remember.



José Canales
Founder / Creative Director



Christina Canales
Interior Designer



Kristina Shumway
Project Director



Vanessa Ellis
Brand Manager



Denver Gravitt
Creative



Nathan Burgess
Creative



Caleb Gravitt
Creative



Zack Guerra
Creative

03

2022 Approach

Looking ahead to 2022

We accomplished a lot in our combined efforts with Ampersand last year, but much of that work is largely unseen and still lies in a conceptual state. Canales & Co is prepared to continue the effort in deepening the City of Sunset Valley brand experience for both guests and residents.

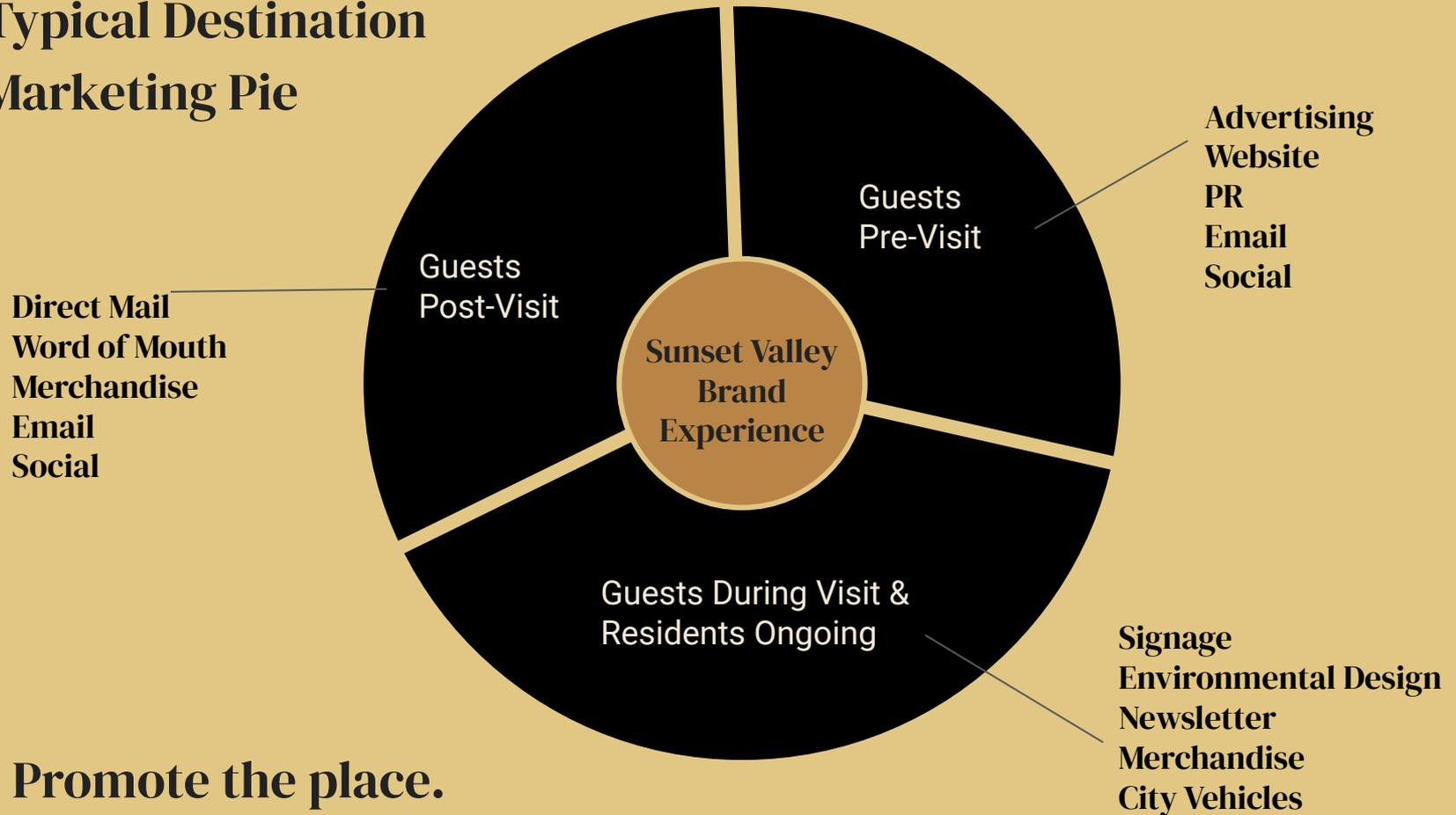
We feel the branding and design work completed in 2021 has been under utilized, and there is low hanging fruit that will create a big community impact without the need to spend a large portion of the budget on media placements.

Our brand building goals are:

- Increase Name Identification / Brand Awareness and recall for Sunset Valley
- Increase boundary visibility
- Start to bring some artistic elements of brand vision to life
- Brainstorm and/or Develop premiere event(s) and promote it (beyond 2022)

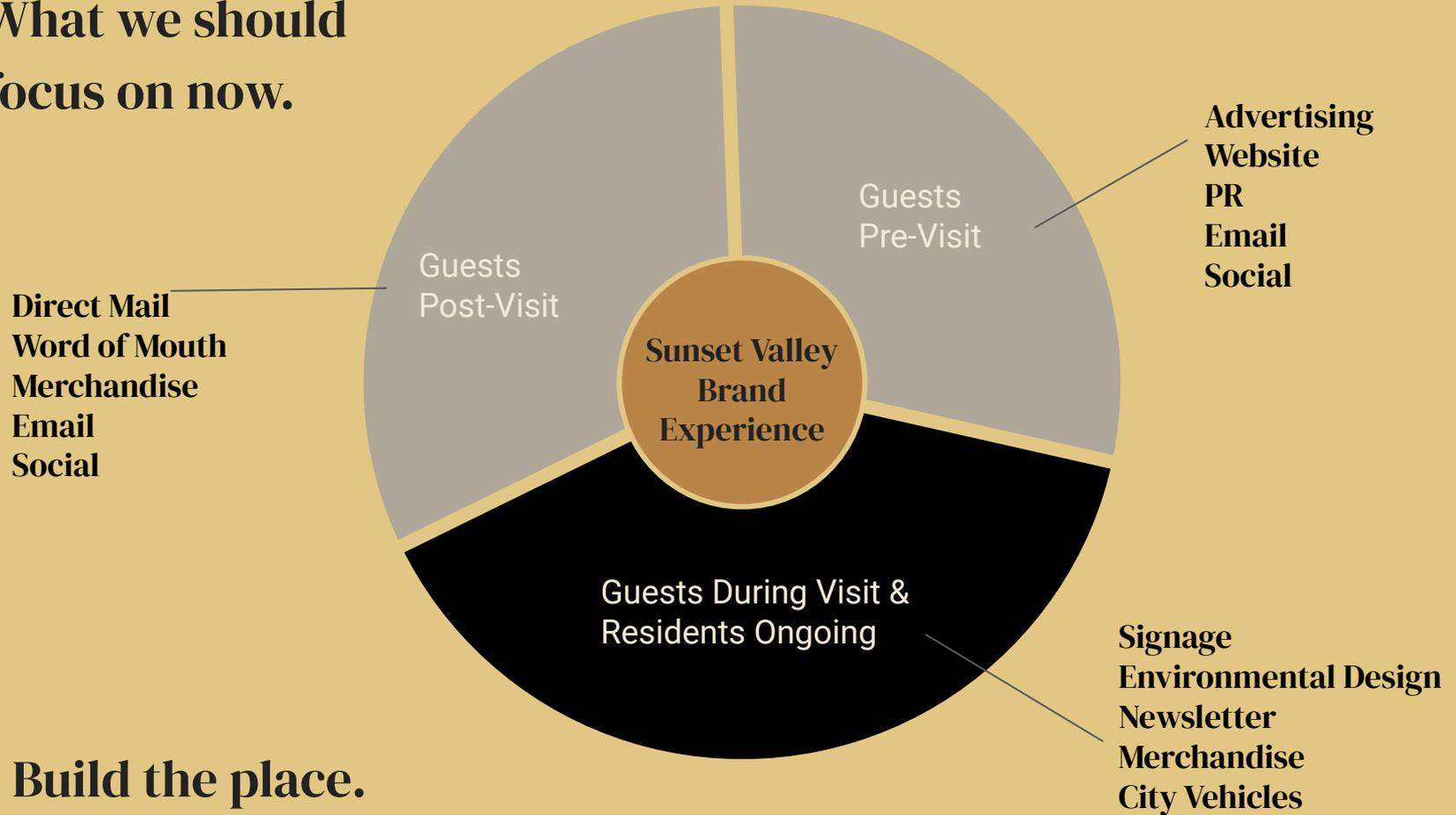
These brand building goals should ladder up and contribute toward an everlasting goal of increasing shopper traffic to Sunset Valley shopping districts, that ultimately go a long way to preserving what what's best in our city.

Typical Destination Marketing Pie



Promote the place.

**What we should
focus on now.**



Build the place.

2022 Approach

Through thoughtful use of the budget approved for 2022, we will focus our efforts in two places. One, raising awareness of the city brand by leveraging efforts started in 2021, taking advantage of low-to-no media cost opportunities. Second, by finding new opportunities to expand the brand in impactful ways.

2022 Overview Buckets	Description
1) Brand Launch Building upon 2021 efforts	Refining work initiated in 2021 and building brand consistency through key touchpoints.. This includes formal definition of Sunset Valley Brand strategy and execution of creative touchpoint already designed such as pole banners. This will officially launch the rebrand into the public eye in public space and galvanize support and understanding for our goals with the rebrand.
2) Brand Expansion New, impactful opportunities	Using mediums that require low-to-no media costs, we will raise the profile of Sunset Valley including placements such as murals, gateway markers, trail-markers, signage, merchandise, newsletters, and more. The aim will be to integrate the brand consistently throughout existing touchpoints and to leverage new touchpoints to elevate public awareness of the city and its many amenities.

04

2022 Activities & Ballpark Costs

Phase 1: Brand Launch

Build upon 2021 Efforts // 2022 Execution

	Activities
City Branding Strategy Definition	Expand brand book to include concise city brand strategy, goals, and long term vision we will enable all stakeholders to articulate objectives, audience, aspirational brand identity, value propositions and executional plan. Create consumer facing one-pager that can be leveraged in newsletter and other mediums for resident education
Pole Banner Campaigns	Produce existing creative for evergreen Pole Banners. Design 2 additional pole banner campaigns for 2022 peak shopping seasons Suggested: Back to School & Holiday 2022 (potential photoshoot)
Vehicle Wraps or Door Vinyls	C&C designed city logo, police logo, public works and utilities - deploy these branded assets onto city vehicles for increased brand awareness.
Collateral Update Support	Ongoing needs for templates, stationary, printed materials

Phase 1: Brand Launch Cont.

Build upon 2021 Efforts // 2022 Execution

	Activities
Community Newsletter	Design Sunset Valley Community Newsletter templates for direct communication with residents in a format that reinforces the city brand values and vision. Designs will include modules for community news, shopping announcements and various other components that will be valuable for city communication and resident benefits.
Merchandise	Develop merchandise for Sunset Valley to create highly visible touchpoints to underscore brand, that work in concert with other efforts. This can be sold online, at city hall, events, and various other mediums, we will enable residents and visitors to wear their pride and appreciation of Sunset Valley like a badge. Merchandise can include car stickers, apparel, license plate frames, keychains and more.
Brand Management and Creative Direction	Ongoing brand management and creative direction support to facilitate initiatives and consult with counsel throughout term.

C&C Fee Ballpark

\$84,500

Phase 2: Brand Expansion Concepts

New Opportunities // 2022 Conceptual Exploration

	Activities & Thought Starters
Environmental & Public Spaces	We will ensure that as many city touchpoints as possible are reflective of the brand: Trail Markers, Street Signage, Gateway and Boundary Markers, Benches and Ballards are examples for consideration.
Beautification Opportunities	Neighborhood monuments, Upper Cougar Creek opportunities, park sculptures, kinetic art, branded landscaping opportunities, planters, ballards
Public Art and Mural	By creating murals and public art opportunities, we will elevate the appearance of public spaces and create photo opportunities for residents and visitors. We can provide creative direction for outside artists, as well as lead / execute design when appropriate. Locations might be: back of Tony Burger fence, back of the Homestead, electric box art, highway gateways, etc.
	C&C Fee Ballpark
	TBD

Thank you.

CITY COUNCIL MEETING DATE: DECEMBER 7, 2021



CITY COUNCIL AGENDA ITEM # 14

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: WATERSHED DEVELOPMENT – LAND DEVELOPMENT CODE-VARIANCE

DESCRIPTION: Consider and act on a variance request to section 150.323 (F)(2) (a) (6) of the Code of Ordinances by Sephora, Inc located at 5601 Brodie Lane for a sidewalk extension at the rear of the store.

BACKGROUND: Sephora, Inc received their Certificate of Occupancy to operate in the Sunset Valley Village Shopping Center on July 8, 2021. Soon after opening, they discovered an issue with the loading and offloading of stock through the back door of the business. Currently, they have to unload supplies through a grassy area. The use of this area leads to ruts being created in the soil, mud tracked into the building and ultimately contributes to erosion. Sephora is proposing a sidewalk addition of approximately 475 square feet to help alleviate this issue and create a more well maintained site.

The area is currently under an existing water quality mitigation plan. The sidewalk would amend the plan by less than .02 %.

In order to approve a variance request, Council must find that:

- That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Chapter would deprive the applicant of the reasonable and economic use of his land;
- and (2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;
- and (3) That the granting of the variance will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area;

- and (4) That the granting of the variance will not have the effect of preventing the orderly development of other land in the area in accordance with the provisions of this Chapter;
- and (5) That the proposal demonstrates water quality will be equal to or better than would have resulted had development proceeded without the variance.

The applicant has submitted a letter addressing each of the points.

APPLICABLE CODE SECTIONS: City of Sunset Valley Land Development Code

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION: Approve the variance request

SUPPORTING MATERIALS PROVIDED: YES

- SITE PLAN
- WATERSHED DEVELOPMENT APPLICATION
- LETTER REQUESTING VARIANCE
- ENGINEER REVIEW LETTER

November 11, 2021

City Council
City of Sunset Valley

MEMO RE: Sephora – Sunset Valley Village Shopping Center – Variance Submittal for Retail Sidewalk

SITE PLAN COMMENTS

1. This project proposes to add approximately 475 SF of impervious cover to an existing 43.33-acre shopping center development to add a pedestrian sidewalk from the service entrance of the Sephora store to the dumpster area. A variance is being requested for this project.

COMMENTARY - The original design of the development included 50.09% impervious cover, or 945,403 SF of impervious cover. This existing impervious cover is routed to several water quality ponds on-site. It is assumed these ponds function at the capacity of the intended design when these ponds were designed and constructed.

This sidewalk would increase the impervious cover to 945,878 SF, or 50.11% - an increase of 0.02%. The sidewalk is proposed to be constructed within a landscaped island at the rear of the development. This landscaped island includes approximately 20,000 SF of vegetated area, a large tree, and a tree well with a discharge pipe that is ultimately routed to the water quality facilities.

It is likely this increase in impervious cover would only contain minimal pedestrian traffic from the service entrance of the store to the dumpster facilities. It does not appear this impervious cover would collect too many pollutants, like impervious cover would that is used for drive aisles or patron sidewalks. Also, it is noted this sidewalk would drain into a landscaped island, prior to be routed to the existing water quality facilities, one could assume any runoff would be “pre-filtered”, to some extent, by the existing vegetated island.

It is my opinion that an increase of 0.02% of impervious cover could be considered negligible, in this situation. The sidewalk would drain to an existing landscaped area for some “pre-filtering” by the existing vegetation and then routed to the existing water quality pond.

RECOMMENDATION –The developer should consult with TCEQ to confirm this increase in impervious cover is negligible, or would qualify for an exception, and not require a WPAP Modification.

The City of Sunset Valley City Council could conditionally grant this variance and allow the developer to provide additional documentation to City Staff, from TCEQ, confirming this increase did not require a WPAP Modification.

If you have any questions about these comments, please feel free to call me at (830) 377-4555.

Sincerely,



Gary Freeland, P.E., CFM
Consultant City Engineer for the City of Sunset Valley

Cc: Sylvia Carrillo
Carolyn Meredith

6 Example Calculations

6.1 Introduction

The following example indicates the types and sizes of BMPs that would comply with the proposed Edwards rule requiring 80% reduction in the increase in TSS stormwater loading. Assumptions of this example are:

- The site is currently undeveloped (0% impervious cover)
- Soils are hydrological group D with an infiltration rate of 0.1 inch/hour.
- The proposed site area is 10 ac.
- The site is located in Bexar County
- No runoff enters the site from upgradient (or is directed around the development and does not enter the proposed BMPs)
- The impervious cover after development is 40%
- All runoff leaves the site at a single point

6.2 Required TSS Reduction

The required TSS reduction is calculated from:

$$L = 27.2(A_N \times P)$$

Where:

P = Annual precipitation for Bexar County, 30 inches (Table 3-3)

A_N = 4 acres (40% of 10 acre site)

Consequently:

$$L = 27.2 \times 4 \times 30 = 3,264 \text{ lbs}$$

6.3 Example Capture Volume Calculations

6.3.1 Retention/Irrigation

Assume that retention/irrigation is the BMP selected for treatment of the stormwater runoff. The maximum load reduction for this type of BMP is calculated from:

$$L_R = (\text{BMP efficiency}) \times P \times (A_I \times 34.6 + A_P \times 0.54)$$

Where:

- BMP efficiency = 1.0
- P = 30 inches (Table 3-3, Bexar County)
- A_I = 4 acres (40% of 10 acre site)
- A_P = 6 acres (60% of the site)

Consequently:

$$L_R = (1.0) \times 30 \times (4 \times 34.6 + 6 \times 0.54) = 4249 \text{ lbs}$$

Note that this calculation assumes that runoff from the entire 10 acres is directed into the BMP. The drainage system can be configured so that only the impervious portion of the site is conveyed to the BMP. In this case, A_I and A_P would refer specifically only to those areas draining to the BMP.

The next step is to calculate the fraction of the annual rainfall that must be treated to achieve the required 80% reduction from:

$$F = L/L_R$$

Where:

- F = Fraction of the annual rainfall treated by the BMP
- L_R = Load removed from Step 3 calculation (4249 lbs)
- L = Required load reduction from Step 1 (3264 lbs)

Consequently:

$$F = 3264/4249 = .77$$

From Table 3-5, one can see that 0.77 corresponds to a rainfall depth of 0.97 inches. Next, the runoff coefficient for the site must be calculated using the relationship shown in Figure 3-12 and presented in Equation 3.11.

$$R_v = 1.72(0.4)^3 - 1.97(0.4)^2 + 1.23(0.4) + 0.02 = 0.31$$

These values are used to calculate the water quality volume (WQV) by:

$$\begin{aligned} \text{WQV} &= \text{Rainfall depth} \times \text{Runoff Coefficient} \times \text{Area} = (0.97/12) \times 0.31 \times (10 \times 43560) \\ &= 10,915 \text{ ft}^3 \end{aligned}$$

The area required to irrigate this volume is calculated as:

$$A = \frac{12 \times V}{T \times r} = \frac{12 \times 10,915}{30 \times 0.1} = 43,661 \text{ ft}^2$$

In this example, 60% of the 10-acre site is pervious area (landscaping, etc.), which is equivalent to 261,360 ft². Therefore, there is sufficient area on the site for the irrigation system. Ideally, the irrigated area should include as much of the pervious area as possible to provide more effective use of the retained runoff.

6.3.2 Sand Filter System

Assume that a sand filter is the BMP selected for treatment of the stormwater runoff. The potential load reduction is:

$$L_R = (\text{BMP efficiency}) \times P \times (A_I \times 34.6 + A_P \times 0.54)$$

Where:

$$\begin{aligned} \text{BMP efficiency} &= 0.89 \\ P &= 30 \text{ inches (Table 3-3, Bexar County)} \\ A_I &= 4 \text{ acres (40\% of 10 acre site)} \\ A_P &= 6 \text{ acres (60\% of the site)} \end{aligned}$$

Consequently:

$$L_R = (0.89) \times 30 \times (4 \times 34.6 + 6 \times 0.54) = 3782 \text{ lbs}$$

The next step is to calculate the fraction of the annual rainfall that must be treated to achieve the required 80% reduction from:

$$F = L/L_R$$

Where:

F = Fraction of the annual rainfall treated by the BMP
 L_R = Load removed from Step 3 calculation (3782 lbs)
 L = Required load reduction from Step 1 (3264 lbs)

Consequently:

$$F = 3264/3782 = .86$$

From Table 3-5, one can see that 0.86 corresponds to a rainfall depth of 1.46 inches. Next, the runoff coefficient for the site must be calculated using the information presented in Figure 3-12 and Equation 3.11.

$$R_v = 1.72(0.4)^3 - 1.97(0.4)^2 + 1.23(0.4) + 0.02 = 0.31$$

These values are used to calculate the water quality volume (WQV) by:

$$\begin{aligned} \text{WQV} &= \text{Rainfall depth} \times \text{Runoff Coefficient} \times \text{Area} = (1.46/12) \times 0.31 \times (10 \times 43560) \\ &= 16,429 \text{ ft}^3 \end{aligned}$$

Therefore, the sand filter system must be sized to capture 16,429 ft³ of runoff.

6.3.3 Combination Grassy Swale/Extended Detention

Assume that grassy swales are used for conveyance of stormwater to an extended detention basin. In this case, there are two BMPs in series and the sizing is dependent on the total efficiency of the system using:

$$E_{Tot} = [1 - ((1 - E_1) \times (1 - 0.5E_2) \times (1 - 0.25E_3))] \times 100$$

$$E_{Tot} = [1 - ((1 - 0.7) \times (1 - 0.5(0.75)))] \times 100 = 0.81$$

The potential solids removal of this combination is:

$$L_R = (\text{BMP efficiency}) \times P \times (A_I \times 34.6 + A_P \times 0.54)$$

Where:

$$\text{BMP efficiency} = 0.81$$

P = 30 inches (Table 3-3, Bexar County)
A_I = 4 acres (40% of 10 acre site)
A_P = 6 acres (60% of the site)

Consequently:

$$L_R = (0.81) \times 30 \times (4 \times 34.6 + 6 \times 0.54) = 3442 \text{ lbs}$$

The next step is to calculate the fraction of the annual rainfall that must be treated to achieve the required 80% reduction from:

$$F = L/L_R$$

Where:

F = Fraction of the annual rainfall treated by the BMP
L_R = Load removed from Step 3 calculation (3442 lbs)
L = Required load reduction from Step 1 (3264 lbs)

Consequently:

$$F = 3264/3442 = 0.95$$

From Table 3-5, one can see that 0.95 corresponds to a rainfall depth of 2.60 inches. Next, the runoff coefficient for the site must be calculated using the information presented in Figure 3-12 and Equation 3.11.

$$R_v = 1.72(0.4)^3 - 1.97(0.4)^2 + 1.23(0.4) + 0.02 = 0.31$$

These values are used to calculate the water quality volume (WQV) by:

$$\begin{aligned} \text{WQV} &= \text{Rainfall depth} \times \text{Runoff Coefficient} \times \text{Area} = (2.60/12) \times 0.31 \times (10 \times 43560) \\ &= 29,257 \text{ ft}^3 \end{aligned}$$

Therefore, the extended detention basin must be sized to capture 29,257 ft³ of runoff, while the swale is sized based on treating a rainfall intensity of 1.1 inches/hour.

6.3.4 Wet Basins and Constructed Wetlands

Assume that a pond is the BMP selected for treatment of the stormwater runoff. The potential load reduction is:

$$L_R = (\text{BMP efficiency}) \times P \times (A_I \times 34.6 + A_P \times 0.54)$$

Where:

BMP efficiency = 0.93
P = 30 inches (Table 3-3, Bexar County)
A_I = 4 acres (40% of 10 acre site)
A_P = 6 acres (60% of the site)

Consequently:

$$L_R = (0.93) \times 30 \times (4 \times 34.6 + 6 \times 0.54) = 3950 \text{ lbs}$$

The next step is to calculate the fraction of the annual rainfall that must be treated to achieve the required 80% reduction from:

$$F = L/L_R$$

Where:

F = Fraction of the annual rainfall treated by the BMP
L_R = Load removed from Step 3 calculation (3950 lbs)
L = Required load reduction from Step 1 (3264 lbs)

Consequently:

$$F = 3264/3950 = .83$$

From Table 3-5, one can see that 0.83 corresponds to a rainfall depth of 1.20 inches. Next, the runoff coefficient for the site must be calculated using the information presented in Figure 3-12 and Equation 3.11.

$$R_v = 1.72(0.4)^3 - 1.97(0.4)^2 + 1.23(0.4) + 0.02 = 0.31$$

These values are used to calculate the water quality volume (WQV) by:

$$\begin{aligned} \text{WQV} &= \text{Rainfall depth} \times \text{Runoff Coefficient} \times \text{Area} = (1.20/12) \times 0.31 \times (10 \times 43560) \\ &= 13,504 \text{ ft}^3 \end{aligned}$$

Therefore, the pond must be sized to capture 13,504 ft³ of runoff.



CITY COUNCIL MEETING DATE: DECEMBER 7, 2021



CITY COUNCIL AGENDA ITEM # 15

STAFF PREPARER/CONTACT INFORMATION: Sylvia Carrillo, City Administrator
scarrillo@sunsetvalley.org

COUNCIL SPONSOR: Councilmember Reetz wreetz@sunsetvalley.org /Administration

SUBJECT: MARKETING/BEAUTIFICATION & ECONOMIC DEVELOPMENT

DESCRIPTION: Consider and act on a recommendation by the CED committee to begin the planning phase of banner development and placement. (Councilmember Reetz/Administration)

BACKGROUND: At the November 16, 2021, meeting, Council approved the remaining American Rescue Plan funds in the amount of \$66,512 to be used for beautification along the commercial corridors.

The CED committee met on December 1, 2021 and recommended that the City move forward with banner development and placement in the commercial corridors and other feasible areas of the City, as well as additional poles located along the Brodie Lane corridor. The motion passed unanimously.

Staff has been working with Canales and Co under the prior marketing contract and several banner designs exist. The process for selection of the banner designs, time frames of placement, number of campaigns, and total number of banners.

Estimated costs of banners and hardware (1 time cost) based on the prior order is approximately \$125 a banner. This number will fluctuate based on the art and the final number ordered.

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policy

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
01 – General Fund	01- General Fund	5310	Economic Development	\$66,512	\$0	\$0	\$66,512
PRIOR YEAR FISCAL BUDGET(S)							
BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES

STAFF RECOMMENDATION:

SUPPORTING MATERIALS PROVIDED: YES

- PREVIOUSLY PROPOSED BANNER DESIGNS *(NONE HAVE BEEN APPROVED OR VETTED BY ANY COMMITTEE OTHER THAN THE MARKETING AD HOC. FURTHER PUBLIC INPUT WILL BE REQUIRED)*

CITY COUNCIL MEETING DATE: DECEMBER 7, 2021



CITY COUNCIL AGENDA ITEM # 16

STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal, Accounting Manager
sfleegal@sunsetvalley.org

COUNCIL SPONSOR: Mayor Bruner mbruner@sunsetvalley.org /Administration

SUBJECT: FY21 BUDGET ADJUSTMENT #2

DESCRIPTION: Consider and act on approval of Ordinance amending the FY 2021 Budget (Budget Amendment #2 – FY 21) and appropriation of a budget surplus.

BACKGROUND: Semi-annually, Finance will submit a budget adjustment for items that were either not budgeted at the appropriate level, or new items that may have arisen during the year that were not considered when preparing the original budget. The ending FY21 actual budget had surplus revenues of \$1.6M, and we came under budget in adopted expenses by \$746K.

Budget Adjustment #2 (Attachment A)

This will be the second budget adjustment of the year, the last of which was approved by Council on 8/2/21. The total amount of this budget adjustment is for \$392,679.22. Of that, only \$37,534.42 will need to be taken from the \$1.6M of excess revenues in the General Fund. All other items will be funded with available funds from underbudget expenses in their respective departments (total: \$238,212.15), American Rescue Plan Funds (\$100,000) and a transfer from Repair & Replacement funds (\$16,932.65).

It is important to note that the overall budget was in line with the overall amount approved by Council. Budgeted Revenues of \$7,084,576 and Expenses of \$6,527,294 at year end were Actual Revenues of \$8,730,560 and Actual Expenses of \$5,782,057.

However, City of Sunset Valley Financial Policies prevent transfers among line items in departments within the same fund by staff for items less than \$500 and by the Mayor for items over \$500 but less than \$2,500. Historically, all budget adjustments have been brought before City Council. For example, if the Police Department budget was underbudget in line 5000-Salaries by \$50,000, but overbudget in line 5656 – Liability Insurance by \$20,000, the City's Financial Policy prevents staff or the Mayor from doing an internal transfer of funds within the department, even if the net result is the department is still under budget by \$30,000.

Budget Adjustment Summary

Total Budget Adjustment	(392,679.22)
Available Funds from Underbudget Expenses	238,212.15
American Rescue Plan Funds	100,000.00
Repair & Replacement Funds	16,932.65
Surplus General Fund Revenues	<u>37,534.42</u>
	<u>392,679.22</u>

Subsidy/Transfer Amendment (Attachment B)

Each year, a transfer from the General Fund to the Utility Fund is made to subsidize the utility expenses. We budgeted \$590,435 to be subsidized in FY21, but since we came in underbudget on many expenses, we can reduce the subsidy to \$312,812.65. Historically, the amount that was budgeted for utility subsidy was transferred, even when not required. However, the Utility Fund Reserve is a restricted account with less flexibility than the General Fund Reserve. By amending the subsidy to reduce the transfer, it will allow an extra \$277,622.35 fall to General Fund reserves, that would normally have fallen to Utility Reserve.

Sunset Valley also exceeded revenue expectations in Crime Control, thus allowing the budgeted \$102,806 transfer from General Fund to Crime Control to be cancelled.

The last item in this section is the Open Space Planning earmarked funds that were approved by Council in September. The \$700K would need to be transferred from the excess \$1.6M in revenues from the General Fund.

FY21 Utility Subsidy Budget Adjustment						
Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Subsidy	FY21 Suggested Subsidy	Difference
05-Water	719,087.99	671,335.44	(47,752.55)	263,425.00	47,752.55	215,672.45
06-Wastewater	614,938.65	508,082.67	(106,855.98)	172,681.00	106,855.98	65,825.02
07-Solid Waste	165,138.98	6,934.86	(158,204.12)	149,657.00	158,204.12	(8,547.12)
25-Drainage	74,554.19	102,251.67	27,697.48	4,672.00	-	4,672.00
	1,573,719.81	1,288,604.64	(285,115.17)	590,435.00	312,812.65	277,622.35

FY21 Transfer Budget Adjustment						
Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Transfer	FY21 Suggested Transfer	Difference
19-Crime Control	371,231.41	422,176.32	50,944.91	102,806.00	\$0	(102,806.00)

FY21 Open Space Earmarked Funds						
Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Transfer	FY21 Suggested Transfer	Difference
09-General Government					\$700,000	700,000.00

Budget Sweep (Attachment C)

The last piece of this agenda item is for your information only. At the end of every fiscal year, all the underbudget expenses for the year are swept into reserves in each fund. In FY21, we did a great job at staying underbudget on many of the expenses allowing us to be able to sweep \$539,536.73 back to fund balance. If the above subsidy/transfer amendment also passes, that would be a total of \$919,965 that is able to fall back to fund balance.

Total Budget Sweep Across All Funds	
General Fund Sweep	117,449.57
Utility Fund Sweep	181,182.76
Street Fund Sweep	40,643.66
HOT Fund Sweep	50,459.13
Venue Fund Sweep	42,100.09
Crime Control Fund Sweep	53,694.63
Drainage Fund Sweep	54,006.89
Total Budget Sweep Across All Funds	539,536.73

CURRENT YEAR FISCAL BUDGET					
ACCOUNT	BUDGET	ENCUMBERED	ACTUALS	REMAINING	THIS ITEM
Total Revenues across all Funds	7,084,576	\$0	\$8,730,560	\$1,645,985	\$0
Total Expenses across all Funds	6,527,984	\$400,000 (for CIP Projects in FY22)	\$5,782,057	\$745,927	\$392,679.22
PRIOR YEAR FISCAL BUDGET(S)					
BUDGET YEAR	ACCOUNT	AMOUNT	TOTAL	NOTES	
FY20 Budget Adj		\$58,542		This was the first year of COVID	
FY19 Budget Adj		\$48,215		4 Total Budget Amendments in FY19	

STAFF RECOMMENDATION: Approve all budget adjustments

SUPPORTING MATERIALS PROVIDED: YES

- FY21 BUDGET ADJUSTMENT #2
- FY21 SUBSIDY/TRANSFER AMENDMENT
- FY21 BUDGET SWEEP

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes	
Administration Overbudget Expenses								
01	01	5000	Payroll	331,553.25	361,326.60	(29,773.35)	Organizational changes resulted in the prior Court Clerk being promoted to the City Secretary/Assistant to the City Administrator and the hiring of a new Court Clerk which was not considered in the previous budget. Council approved this item when the City Secretary was formally appointed in January of 2021. The new Court Clerk began duties in May of 2021.	
01	01	5084	Salary - Cell phone allowance	480.00	616.00	(136.00)		
01	01	5086	Salary - Bilingual	-	75.00	(75.00)		
01	01	5087	Salary - Education	1,080.00	1,267.50	(187.50)		
01	01	5091	Salary - Licensing Incentives	240.00	265.00	(25.00)		
01	01	5120	Life Insurance Benefits	153.36	193.78	(40.42)		
01	01	5121	Medical Insurance Benefits	31,083.00	32,096.91	(1,013.91)		
01	01	5122	Dental Insurance Benefits	1,493.00	1,834.00	(341.00)		
01	01	5123	Vision Insurance	310.00	368.58	(58.58)		
01	01	5124	Long Term Disability Insurance	1,166.00	1,166.54	(0.54)		
01	01	5130	Medicare Tax - Employers Contribution	4,888.65	4,948.02	(59.37)		
01	01	5140	TMRS City Contribution	39,126.00	40,248.36	(1,122.36)		
01	01	5367	Payroll Services	4,320.00	4,354.49	(34.49)		
01	01	5327	Engineer - Design Fees	52,849.00	86,089.11	(33,240.11)		Multiple complex council meetings, CIP, and other tasks not budgeted
01	01	5343	IT Management Services	12,731.00	32,507.95	(19,776.95)		Increased cost due to a-la-carte style contract
01	01	5515	Bank / Management Fees	5,200.00	7,185.58	(1,985.58)	Higher rates, but have since removed some unnecessary services to reduce costs	
01	01	5516	Credit Card Fees	1,000.00	1,356.52	(356.52)	Increased costs due to mailing statement fees, which have been removed for FY22 (statement credit expected)	
01	01	5600	Dues / Subscriptions / Fees	2,000.00	4,862.51	(2,862.51)	ICMA dues \$1280, TML dues \$591 - Contractual obligation	
01	01	5725	Printing	4,500.00	6,069.08	(1,569.08)	Higher use of printers	
01	01	5782	Software Maintenance Fees	48,225.80	67,747.84	(19,522.04)	Higher due to increased needs for telecommuting and teleconferencing due to COVID -example GoTo	
01	01	5820	Training & Education - City Staff	1,000.00	2,729.00	(1,729.00)	ICMA and TML conferences - contractual obligation	
				543,399.06	657,308.37	(113,909.31)		
Administration Suggested Funding								
01	01	5126	Short Term Disability Insurance			7.98		
01	01	5131	TWC - Employers Contribution			973.44		
01	01	5306	Attorney			19,355.00		
01	01	5309	Audit			6,000.00		
01	01	5312	Building Inspections/Structural Engineer			4,842.50		
01	01	5326	Emergency Fund			1,507.24		
01	01	5330	Engineer - Review & Inspection Fees			18,014.00		
01	01	5345	Landscape Architect Fees			3,750.00		
01	01	5362	Ordinance Codification Maintenance			673.15		
01	01	5366	Records Management			1,819.30		
01	01	5381	Water Quality Consultants			500.00		
01	01	5450	Library Card Reimbursement			65.50		
01	01	5475	Volunteer Awards Banquet			311.03		
01	01	5500	Advertising / Public Notices			1,973.25		
01	01	5545	Coffee / Food Service			3,694.10		
01	01	5601	Organizational Memberships			1,311.93		
01	01	5615	Election Expense			312.19		
01	01	5655	Insurance - Fire/Theft/Vandalism/Bonds			4,608.43		
01	01	5656	Insurance - Liability			660.74		
01	01	5704	Employee Appreciation			335.44		
01	01	5705	Office Supplies/Delivery Fees			1,076.91		
01	01	5706	Postage			533.21		
01	01	5720	Personal Vehicle Use Mileage Expense			97.55		
01	01	5735	Rental Expense - Equipment			2,819.14		
01	01	5770	Small Equipment Repair/Purchase			661.90		
01	01	5815	Training - Mileage Reimbursement			250.00		
01	01	5835	Utilities: Elec/water/wastewater/telephone/gas			4,021.66		

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes	
			Total Unused Expense Lines			80,175.59		
			Surplus Required General Fund Revenues			33,733.72		
						113,909.31		
Police Department Overbudget Expenses								
01	02	5122	Dental Insurance Benefits	4,627.00	4,687.06	(60.06)	Increase due to high turnover rates	
01	02	5140	TMRS City Contribution	93,071.00	106,539.77	(13,468.77)	Increase due to high turnover rates	
01	02	5525	Bullet Proof Vests	-	929.79	(929.79)	Transfer from R&R Fund	
01	02	5625	Equipment Acquisition	-	9,310.00	(9,310.00)	Transfer from R&R Fund for new radios	
01	02	5656	Insurance - Liability	8,100.00	8,508.36	(408.36)	Unbudgeted increase in cost from TML	
01	02	5755	Repair & Maintenance - Vehicles	12,200.00	17,898.16	(5,698.16)	Unexpected repairs to vehicles	
01	02	5820	Training & Education - City Staff	7,000.00	8,029.56	(1,029.56)	Increase due to high turnover rates	
01	02	5830	Uniforms	8,000.00	13,807.08	(5,807.08)	Increase due to high turnover rates	
				132,998.00	169,709.78	(36,711.78)		
Police Department Suggested Funding								
21	12		Repair & Replacement Funding			10,239.79	Transfer from Repair and Replacement to cover Bullet Proof Vests and Radios that were scheduled	
01	02	5000	Payroll			26,471.99	Available dollars due to turnover and staffing shortages.	
						36,711.78		
Municipal Court Overbudget Expenses								
01	03	5000	Payroll	25,002.00	28,334.69	(3,332.69)	Organizational changes resulted in the prior Court Clerk being promoted to the City Secretary/Assistant to the City Administrator and the hiring of a new Court Clerk which was not considered in the previous budget. Council approved this item when the City Secretary was formally appointed in January of 2021. The new Court Clerk began duties in May of 2021.	
01	03	5084	Salary - Cell phone allowance	-	24.00	(24.00)		
01	03	5086	Salary - Bilingual	-	75.00	(75.00)		
01	03	5087	Salary - Education	120.00	132.50	(12.50)		
01	03	5121	Medical Insurance Benefits	1,361.00	1,855.49	(494.49)		
01	03	5122	Dental Insurance Benefits	84.00	104.16	(20.16)		
01	03	5123	Vision Insurance	16.49	21.09	(4.60)		
01	03	5124	Long Term Disability Insurance	48.00	146.15	(98.15)		
01	03	5126	Short Term Disability Insurance	32.00	34.22	(2.22)		
01	03	5130	Medicare Tax - Employers Contribution	371.63	474.81	(103.18)		
01	03	5140	TMRS City Contribution	1,466.00	2,367.55	(901.55)		
01	03	5516	Credit Card Fees	1,500.00	1,609.11	(109.11)		Increased costs due to mailing statement fees, which have been removed for FY22 (statement credit expected)
				30,001.12	35,178.77	(5,177.65)		
Municipal Court Suggested Funding								
01	03	5306	Attorney			3,263.00		
01	03	5343	IT Management Services			905.00		
01	03	5354	Municipal Court Services			500.00		
01	03	5690	Municipal Court Supplies			500.00		
01	03	5725	Printing			9.65		
						5,177.65		
Public Works Overbudget Expenses								
01	04	5000	Payroll	82,795.00	86,865.29	(4,070.29)	Extra Maintenance Techs Approved by Council	
01	04	5077	Salary - Youth Program	10,000.00	11,093.04	(1,093.04)	Extra ancillary costs for Summer Youth Program	
01	04	5086	Salary - Bilingual	270.00	325.00	(55.00)	Extra Maintenance Techs Approved by Council	
01	04	5091	Salary - Licensing Incentives	465.00	630.00	(165.00)	Extra Maintenance Techs Approved by Council	
01	04	5121	Medical Insurance Benefits	7,824.00	9,277.46	(1,453.46)	Extra Maintenance Techs Approved by Council	
01	04	5122	Dental Insurance Benefits	484.00	520.78	(36.78)	Extra Maintenance Techs Approved by Council	
01	04	5123	Vision Insurance	100.00	105.48	(5.48)	Extra Maintenance Techs Approved by Council	

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
01	04	5130	Medicare Tax - Employers Contribution	1,249.00	1,353.06	(104.06)	Extra Maintenance Techs Approved by Council
01	04	5140	TMRS City Contribution	9,998.00	11,837.75	(1,839.75)	Extra Maintenance Techs Approved by Council
01	04	5332	Planning Services	-	29.00	(29.00)	Costs for pulling deed documents
01	04	5343	IT Management Services	9,793.00	11,881.95	(2,088.95)	Increased cost due to a-la-carte style contract
01	04	5523	Building Services	35,353.50	40,424.99	(5,071.49)	Increased contractual rate for building cleaning services
01	04	5711	Open Space Management	500.00	3,900.63	(3,400.63)	Increased cost for temp help
01	04	5740	Repair & Maintenance - Buildings	20,845.00	27,483.96	(6,638.96)	AC repair& replace, will be pulled from R&R
01	04	5745	Repair & Maintenance - Equipment	6,000.00	6,068.56	(68.56)	Repair of Kubota
01	04	5753	Repair & Maintenance - Trails & Footpaths	2,500.00	2,990.28	(490.28)	Increased cost for temp help
01	04	5755	Repair & Maintenance - Vehicles	5,000.00	6,311.91	(1,311.91)	Unexpected vehicle repair
01	04	5775	Small Tools	4,000.00	4,889.52	(889.52)	Extra purchases due to freeze damage
01	04	5860	Vehicle Insurance	5,230.00	7,638.12	(2,408.12)	Unbudgeted increase in cost from TML
				202,406.50	233,626.78	(31,220.28)	
Public Works Suggested Funding							
			Repair & Replacement Funding			6,638.96	Covering cost of AC Replacements
01	04	5133	Urban Forestry			3,004.38	
01	04	5350	Grounds Maintenance			21,076.84	
01	04	5444	Energy Conservation Rebates			500.10	
						31,220.28	
General Government Overbudget Expenses							
01	09	7010	Business Grant Program	-	100,000.00	(100,000.00)	Approved by Council, offset with American Rescue Plan Funds
				-	100,000.00	(100,000.00)	
General Government Suggested Funding							
			American Rescue Plan Funds			100,000.00	
						100,000.00	
Water Overbudget Expenses							
02	05	5086	Salary - Bilingual	210.00	312.50	(102.50)	Extra Maintenance Techs Approved by Council
02	05	5090	Salary - Overtime	2,302.00	2,324.06	(22.06)	Extra Maintenance Techs Approved by Council
02	05	5091	Salary - Licensing Incentives	555.00	740.00	(185.00)	Extra Maintenance Techs Approved by Council
02	05	5124	Long Term Disability Insurance	385.00	433.55	(48.55)	Extra Maintenance Techs Approved by Council
02	05	5126	Short Term Disability Insurance	253.00	292.59	(39.59)	Extra Maintenance Techs Approved by Council
02	05	5140	TMRS City Contribution	12,109.00	14,205.31	(2,096.31)	Extra Maintenance Techs Approved by Council
02	05	5327	Engineer - Design Fees	5,766.00	10,955.66	(5,189.66)	CIP Investigation for COA Contract Negotiations and Sunset Trail
02	05	5516	Credit Card Fees	1,000.00	1,964.83	(964.83)	Increased costs due to mailing statement fees, which have been removed for FY22 (statement credit
02	05	5600	Dues / Subscriptions / Fees	880.00	1,402.00	(522.00)	Texas Water Utilities Association fees
02	05	5758	Repairs & Maintenance - System	26,889.00	38,442.24	(11,553.24)	Increased costs due to freeze repairs
02	05	5877	Water Conservation Program	10,000.00	13,078.67	(3,078.67)	Cost for water bill rebates larger than expected
				60,349.00	84,151.41	(23,802.41)	
Water Suggested Funding							
02	05	5373	Utility Contractual Services			23,802.41	
						23,802.41	
Wastewater Overbudget Expenses							
02	06	5086	Salary - Bilingual	150.00	203.75	(53.75)	Extra Maintenance Techs Approved by Council
02	06	5090	Salary - Overtime	1,336.00	1,349.53	(13.53)	Extra Maintenance Techs Approved by Council
02	06	5091	Salary - Licensing Incentives	285.00	415.00	(130.00)	Extra Maintenance Techs Approved by Council
02	06	5120	Life Insurance Benefits	43.00	47.25	(4.25)	Extra Maintenance Techs Approved by Council

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
02	06	5121	Medical Insurance Benefits	7,056.00	7,421.97	(365.97)	Extra Maintenance Techs Approved by Council
02	06	5124	Long Term Disability Insurance	230.00	289.05	(59.05)	Extra Maintenance Techs Approved by Council
02	06	5126	Short Term Disability Insurance	151.00	195.07	(44.07)	Extra Maintenance Techs Approved by Council
02	06	5140	TMRS City Contribution	7,260.00	9,470.20	(2,210.20)	Extra Maintenance Techs Approved by Council
02	06	5327	Engineer - Design Fees	3,311.00	4,044.88	(733.88)	CIP Investigation for 290 Sewer
02	06	5745	Repair & Maintenance - Equipment	1,200.00	3,146.73	(1,946.73)	Increased costs due to freeze repairs
02	06	5753	Repair & Maintenance - Trails & Footpaths	-	33.75	(33.75)	Increased costs due to freeze repairs
02	06	5758	Repairs & Maintenance - System	6,889.00	14,433.17	(7,544.17)	Increased costs due to freeze repairs
				27,911.00	41,050.35	(13,139.35)	
Wastewater Suggested Funding							
02	06	5373	Utility Contractual Services			13,139.35	
						13,139.35	
Solid Waste Overbudget Expenses							
02	07	5086	Salary - Bilingual	120.00	128.75	(8.75)	Extra Maintenance Techs Approved by Council
02	07	5091	Salary - Licensing Incentives	60.00	135.00	(75.00)	Extra Maintenance Techs Approved by Council
02	07	5140	TMRS City Contribution	4,703.00	4,735.10	(32.10)	Extra Maintenance Techs Approved by Council
02	07	5410	Brush Chipping Program	12,000.00	18,643.75	(6,643.75)	Increased costs due to freeze repairs
				16,883.00	23,642.60	(6,759.60)	
Solid Waste Suggested Funding							
02	07	5373	Utility Contractual Services			6,759.60	
						6,759.60	
Street Overbudget Expenses							
14	14	5086	Salary - Bilingual	120.00	168.75	(48.75)	Extra Maintenance Techs Approved by Council
14	14	5090	Salary - Overtime	1,017.00	1,024.58	(7.58)	Extra Maintenance Techs Approved by Council
14	14	5091	Salary - Licensing Incentives	300.00	355.00	(55.00)	Extra Maintenance Techs Approved by Council
14	14	5327	Engineer - Design Fees	-	6,840.04	(6,840.04)	CIP Investigation for Lone Oak and Sunset Trail
14	14	5770	Small Equipment Repair/Purchase	-	112.50	(112.50)	Increased costs due to freeze repairs
				1,437.00	8,500.87	(7,063.87)	
Street Suggested Funding							
14	14	5750	Repair & Maintenance - Streets & Drainage			7,063.87	
						7,063.87	
Hotel Occupancy Tax Overbudget Expenses							
16	16	6556	Advertising - SFC	10,000.00	29,895.54	(19,895.54)	FY20 Invoice posted in FY21 for \$23,418.95. No
				10,000.00	29,895.54	(19,895.54)	
Hotel Occupancy Tax Suggested Funding							
16	16	5500	Advertising / Public Notices			19,895.54	
						19,895.54	
Venue Tax Overbudget Expenses							
18	18	5086	Salary - Bilingual	210.00	257.50	(47.50)	Extra Maintenance Techs Approved by Council
18	18	5090	Salary - Overtime	903.00	909.15	(6.15)	Extra Maintenance Techs Approved by Council
18	18	5091	Salary - Licensing Incentives	375.00	440.00	(65.00)	Extra Maintenance Techs Approved by Council
18	18	5120	Life Insurance Benefits	41.00	47.24	(6.24)	Extra Maintenance Techs Approved by Council
18	18	5121	Medical Insurance Benefits	6,464.00	7,421.97	(957.97)	Extra Maintenance Techs Approved by Council
18	18	5122	Dental Insurance Benefits	400.00	416.62	(16.62)	Extra Maintenance Techs Approved by Council
18	18	5123	Vision Insurance	83.00	84.38	(1.38)	Extra Maintenance Techs Approved by Council
18	18	5124	Long Term Disability Insurance	263.00	289.04	(26.04)	Extra Maintenance Techs Approved by Council
18	18	5126	Short Term Disability Insurance	173.00	195.07	(22.07)	Extra Maintenance Techs Approved by Council

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
18	18	5140	TMRS City Contribution	8,102.00	9,470.20	(1,368.20)	Extra Maintenance Techs Approved by Council
18	18	5711	Open Space Management	40,000.00	41,920.23	(1,920.23)	Clearing brush from freeze
18	18	7181	Ernest Robles Way WQP Rehabilitation	-	13,920.00	(13,920.00)	Budgeted in FY 20, however, not encumbered and funding did not carry over. Repairs occurred in FY 21.
				57,014.00	75,371.40	(18,357.40)	
Venue Tax Suggested Funding							
18	18	5381	Water Quality Consultants			15,000.00	
18	18	5749	Repair and Maintenance - Natural Waterways			3,357.40	
						18,357.40	
Crime Control Overbudget Expenses							
19	19	5035	Salary - Reserves	-	2,022.67	(2,022.67)	Cost of reserves incidentals
19	19	5090	Salary - Overtime	23,435.00	23,958.84	(523.84)	Increase due to high turnover rates
19	19	5120	Life Insurance Benefits	129.60	141.70	(12.10)	Increase due to high turnover rates
19	19	5124	Long Term Disability Insurance	797.00	867.11	(70.11)	Increase due to high turnover rates
19	19	5126	Short Term Disability Insurance	540.00	585.21	(45.21)	Increase due to high turnover rates
19	19	5140	TMRS City Contribution	25,477.00	28,410.60	(2,933.60)	Increase due to high turnover rates
19	19	5349	Digital Mapping Services	-	120.00	(120.00)	For emergency mapping services
19	19	5782	Software Maintenance Fees	13,572.75	13,749.72	(176.97)	Higher due to increased needs for telecommuting and teleconferencing due to COVID (Zoom, etc.)
				63,951.35	69,855.85	(5,904.50)	
Crime Control Suggested Funding							
19	19	5000	Payroll			5,904.50	
						5,904.50	
City Facilities Overbudget Expenses							
20	20	5327	Engineer - Design Fees	438.00	875.00	(437.00)	Engineering costs for pond repair
20	20	7120	City Facilities-New PW/PD Building	5,210.00	8,573.70	(3,363.70)	Costs of pond repair
				5,648.00	9,448.70	(3,800.70)	
City Facilities Suggested Funding							
			Surplus Required General Fund Revenues			3,800.70	
						3,800.70	
Repair & Replacement Overbudget Expenses							
21	12	5560	Computer Equip/Software Acquisition	1,102.00	1,155.90	(53.90)	
				1,102.00	1,155.90	(53.90)	
Repair & Replacement Suggested Funding							
			Transfer in from Reserves			53.90	~\$550k in reserves
						53.90	

Fund	Dept.	GL	GL Title	Adopted Budget	Actuals	Budget Under (Over)	Notes
Drainage Budget Expenses							
25	25	5086	Salary - Bilingual	120.00	128.75	(8.75)	Extra Maintenance Techs Approved by Council
25	25	5090	Salary - Overtime	430.00	435.00	(5.00)	Extra Maintenance Techs Approved by Council
25	25	5091	Salary - Licensing Incentives	60.00	135.00	(75.00)	Extra Maintenance Techs Approved by Council
25	25	5120	Life Insurance Benefits	19.00	23.61	(4.61)	Extra Maintenance Techs Approved by Council
25	25	5121	Medical Insurance Benefits	3,062.00	3,710.99	(648.99)	Extra Maintenance Techs Approved by Council
25	25	5122	Dental Insurance Benefits	189.00	208.31	(19.31)	Extra Maintenance Techs Approved by Council
25	25	5123	Vision Insurance	39.00	42.19	(3.19)	Extra Maintenance Techs Approved by Council
25	25	5124	Long Term Disability Insurance	106.00	144.52	(38.52)	Extra Maintenance Techs Approved by Council
25	25	5126	Short Term Disability Insurance	70.00	97.54	(27.54)	Extra Maintenance Techs Approved by Council
25	25	5140	TMRS City Contribution	3,358.00	4,735.10	(1,377.10)	Extra Maintenance Techs Approved by Council
25	25	5327	Engineer - Design Fees	-	4,674.92	(4,674.92)	CIP Investigation for Lovegrass Pond
				7,453.00	14,335.93	(6,882.93)	
Drainage Suggested Funding							
25	25	5746	Repair & Maint. - Drainage-Streets & ROW	20,000.00	1,437.50	6,882.93	
						6,882.93	
Totals							
			Total Budget Adjustment			(392,679.22)	
			Available funds from Underbudget Expenses			238,212.15	Available funds from Underbudget Expenses as of Year End
			American Rescue Plan Funds			100,000.00	Council approved Small Business Grant Expenses
			Transfer in from Repair & Replacement			16,932.65	Police Department Expenses (Vests & Radios), and City Hall AC Replacements/Planned but not budgeted
			Surplus General Fund Revenues Required for Other Expenses			37,534.42	
						392,679.22	

Budget Adjustment Summary

Total Budget Adjustment	(392,679.22)
Available Funds from	238,212.15
American Rescue Plan Funds	100,000.00
Repair & Replacement Funds	16,932.65
Surplus General Fund Revenues	37,534.42
	<u>392,679.22</u>

Funding Source Departments General				Revised	Budget		Available
Code	Code	Ledger Code	General Ledger Title	Budget	Actual	Adjustment	Budget
Police Department Available Budget							
01	02	5000	Payroll	774,382.00	703,439.37	26,471.99	44,470.64
01	02	5084	Salary - Cell phone allowance	1,920.00	1,750.00		170.00
01	02	5086	Salary - Bilingual	1,200.00	600.00		600.00
01	02	5087	Salary - Education	2,700.00	1,900.00		800.00
01	02	5120	Life Insurance Benefits	475.20	472.15		3.05
01	02	5121	Medical Insurance Benefits	87,442.00	83,497.17		3,944.83
01	02	5123	Vision Insurance	961.00	949.25		11.75
01	02	5124	Long Term Disability Insurance	2,978.00	2,900.25		77.75
01	02	5126	Short Term Disability Insurance	1,976.00	1,956.12		19.88
01	02	5130	Medicare Tax - Employers Contribution	11,628.82	11,478.84		149.98
01	02	5131	TWC - Employers Contribution	2,640.00	133.50		2,506.50
01	02	5150	Workers Compensation Benefits	26,834.71	13,487.84		13,346.87
01	02	5343	IT Management Services	20,566.00	12,818.97		7,747.03
01	02	5505	Ammunition	2,800.00	2,772.90		27.10
01	02	5570	Consumables	1,600.00	1,545.30		54.70
01	02	5600	Dues / Subscriptions / Fees	4,050.00	2,800.48		1,249.52
01	02	5645	Fuel	19,000.00	18,435.74		564.26
01	02	5725	Printing	900.00	850.45		49.55
01	02	5745	Repair & Maintenance - Equipment	3,000.00	2,826.12		173.88
01	02	5775	Small Tools	3,000.00	2,590.99		409.01
01	02	5782	Software Maintenance Fees	10,334.37	10,334.37		0.00
01	02	5815	Training - Mileage Reimbursement	2,500.00	1,453.85		1,046.15
01	02	5860	Vehicle Insurance	7,810.00	7,638.12		171.88
				990,698.10	886,631.78	26,471.99	77,594.33
Municipal Court Available Budget							
01	03	5091	Salary - Licensing Incentives	60.00	35.00		25.00
01	03	5120	Life Insurance Benefits	8.64	8.51		0.13
01	03	5131	TWC - Employers Contribution	288.00	8.92		279.08
01	03	5135	Social Security Contribution	806.00	672.28		133.72
01	03	5306	Attorney	6,000.00	2,737.00	3,263.00	0.00
01	03	5343	IT Management Services	980.00	75.00	905.00	0.00
01	03	5354	Municipal Court Services	500.00	0.00	500.00	0.00
01	03	5690	Municipal Court Supplies	500.00	0.00	500.00	0.00
01	03	5725	Printing	500.00	0.00	9.65	490.35
01	03	5815	Training - Mileage Reimbursement	400.00	0.00		400.00
01	03	5820	Training & Education - City Staff	400.00	0.00		400.00
				10,442.64	3,536.71	5,177.65	1,728.28
Public Works Available Budget							
01	04	5084	Salary - Cell phone allowance	504.00	417.00		87.00
01	04	5087	Salary - Education	480.00	365.00		115.00
01	04	5090	Salary - Overtime	1,083.00	1,028.72		54.28
01	04	5094	Salary-Water Sampling	7,893.00	6,307.66		1,585.34
01	04	5100	Exams/ Testing / Certifications	750.00	0.00		750.00
01	04	5120	Life Insurance Benefits	50.00	35.65		14.35
01	04	5124	Long Term Disability Insurance	325.00	129.31		195.69
01	04	5126	Short Term Disability Insurance	214.00	151.49		62.51
01	04	5131	TWC - Employers Contribution	276.00	28.42		247.58
01	04	5133	Urban Forestry	4,000.00	995.62	3,004.38	0.00
01	04	5150	Workers Compensation Benefits	3,678.00	3,566.00		112.00
01	04	5350	Grounds Maintenance	135,000.00	113,923.16	21,076.84	0.00

Funding Source Departments General				Revised	Budget		Available
Code	Code	Ledger Code	General Ledger Title	Budget	Actual	Adjustment	Budget
01	04	5436	Trails Master Plan	1,500.00	0.00		1,500.00
01	04	5437	Community Gardens	701.58	701.58		0.00
01	04	5444	Energy Conservation Rebates	10,000.00	7,096.63	500.10	2,403.27
01	04	5447	Pollution reduction Program	1,000.00	531.01		468.99
01	04	5476	Teen Program Expenses	2,000.00	606.12		1,393.88
01	04	5547	Ice Service	2,200.00	179.00		2,021.00
01	04	5570	Consumables	900.00	797.14		102.86
01	04	5575	Wildlife Management & Implementation	2,500.00	0.00		2,500.00
01	04	5600	Dues / Subscriptions / Fees	1,000.00	408.18		591.82
01	04	5645	Fuel	8,000.00	5,473.76		2,526.24
01	04	5735	Rental Expense - Equipment	750.00	300.00		450.00
01	04	5743	Repair & Maintenance - Landscaped Areas	4,500.00	2,841.03		1,658.97
01	04	5744	Repair & Maintenance - Parks & Grounds	8,000.00	7,802.08		197.92
01	04	5748	Repair & Maintenance - Fencing	2,500.00	335.14		2,164.86
01	04	5762	Reprographics Services	500.00	0.00		500.00
01	04	5815	Training - Mileage Reimbursement	1,750.00	816.56		933.44
01	04	5820	Training & Education - City Staff	2,500.00	875.29		1,624.71
01	04	5830	Uniforms	2,000.00	1,108.12		891.88
				206,554.58	156,819.67	24,581.32	25,153.59
General Government Available Budget							
01	09	5089	Tuition Reimbursement	4,500.00	3,227.31		1,272.69
01	09	5321	Contingency Fund	500.00	0.00		500.00
01	09	5552	Sunset Valley Arts Commission-Community Programs	5,000.00	4,477.57		522.43
01	09	5558	Community Events - Spring Fling	4,400.00	0.00		4,400.00
01	09	5561	Community Events	3,000.00	0.00		3,000.00
01	09	5726	Property Lease Expense	5,200.00	2,600.00		2,600.00
01	09	5825	Training & Supplies - City Council	3,000.00	2,321.75		678.25
				25,600.00	12,626.63	0.00	12,973.37
			Total General Fund Available Budget				117,449.57
Water Available Budget							
02	05	5000	Payroll	100,512.00	87,470.88		13,041.12
02	05	5084	Salary - Cell phone allowance	552.00	448.00		104.00
02	05	5087	Salary - Education	510.00	252.50		257.50
02	05	5120	Life Insurance Benefits	71.00	70.86		0.14
02	05	5121	Medical Insurance Benefits	11,730.00	11,132.95		597.05
02	05	5122	Dental Insurance Benefits	694.00	624.94		69.06
02	05	5123	Vision Insurance	144.00	126.56		17.44
02	05	5130	Medicare Tax - Employers Contribution	1,513.00	1,358.30		154.70
02	05	5131	TWC - Employers Contribution	396.00	19.94		376.06
02	05	5303	Aquifer District Fees	3,500.00	3,235.32		264.68
02	05	5343	IT Management Services	980.00	0.00		980.00
02	05	5373	Utility Contractual Services	586,663.20	506,037.89	23,802.41	56,822.90
02	05	5375	Utility Inspections	250.00	0.00		250.00
02	05	5515	Bank / Management Fees	2,000.00	796.00		1,204.00
02	05	5645	Fuel	500.00	0.00		500.00
02	05	5705	Office Supplies/Delivery Fees	1,000.00	114.37		885.63
02	05	5735	Rental Expense - Equipment	250.00	0.00		250.00
02	05	5745	Repair & Maintenance - Equipment	1,200.00	461.79		738.21
02	05	5755	Repair & Maintenance - Vehicles	1,000.00	591.19		408.81

Funding Source Departments General				Revised	Budget		Available
Code	Code	Ledger Code	General Ledger Title	Budget	Actual	Adjustment	Budget
02	05	5775	Small Tools	3,000.00	2,633.04		366.96
02	05	5782	Software Maintenance Fees	9,448.63	9,448.63		0.00
02	05	5815	Training - Mileage Reimbursement	1,600.00	0.00		1,600.00
02	05	5820	Training & Education - City Staff	4,350.00	3,584.80		765.20
02	05	5830	Uniforms	700.00	341.64		358.36
02	05	5835	Utilities: Elec/water/wastewater/telephone/gas	3,000.00	1,089.03		1,910.97
02	05	7212	Backflows, Meters, & Vaults Improvements	50,000.00	0.00		50,000.00
				785,563.83	629,838.63	23,802.41	131,922.79
Wastewater Available Budget							
02	06	5000	Payroll	60,334.00	52,487.70		7,846.30
02	06	5084	Salary - Cell phone allowance	336.00	274.00		62.00
02	06	5087	Salary - Education	285.00	126.25		158.75
02	06	5122	Dental Insurance Benefits	421.00	416.63		4.37
02	06	5123	Vision Insurance	87.00	84.37		2.63
02	06	5130	Medicare Tax - Employers Contribution	907.00	813.27		93.73
02	06	5131	TWC - Employers Contribution	240.00	11.99		228.01
02	06	5371	Industrial Waste Services	1,000.00	0.00		1,000.00
02	06	5373	Utility Contractual Services	519,161.64	485,981.01	13,139.35	20,041.28
02	06	5375	Utility Inspections	500.00	91.71		408.29
02	06	5600	Dues / Subscriptions / Fees	575.00	75.00		500.00
02	06	5645	Fuel	500.00	0.00		500.00
02	06	5705	Office Supplies/Delivery Fees	800.00	126.80		673.20
02	06	5735	Rental Expense - Equipment	250.00	27.71		222.29
02	06	5755	Repair & Maintenance - Vehicles	1,000.00	486.22		513.78
02	06	5775	Small Tools	2,000.00	365.88		1,634.12
02	06	5798	Annual WW Line Inspections	15,000.00	14,397.51		602.49
02	06	5815	Training - Mileage Reimbursement	1,000.00	0.00		1,000.00
02	06	5820	Training & Education - City Staff	1,500.00	236.67		1,263.33
02	06	5830	Uniforms	500.00	374.91		125.09
02	06	5835	Utilities: Elec/water/wastewater/telephone/gas	1,000.00	674.39		325.61
				607,396.64	557,052.02	13,139.35	37,205.27
Solid Waste Available Budget							
02	07	5000	Payroll	39,142.00	36,717.74		2,424.26
02	07	5084	Salary - Cell phone allowance	168.00	140.00		28.00
02	07	5087	Salary - Education	105.00	71.25		33.75
02	07	5090	Salary - Overtime	723.00	573.88		149.12
02	07	5120	Life Insurance Benefits	28.00	23.61		4.39
02	07	5121	Medical Insurance Benefits	4,926.00	3,710.99		1,215.01
02	07	5122	Dental Insurance Benefits	273.00	208.31		64.69
02	07	5123	Vision Insurance	57.00	42.19		14.81
02	07	5124	Long Term Disability Insurance	151.00	144.52		6.48
02	07	5126	Short Term Disability Insurance	99.00	97.54		1.46
02	07	5130	Medicare Tax - Employers Contribution	588.00	553.81		34.19
02	07	5131	TWC - Employers Contribution	156.00	7.25		148.75
02	07	5150	Workers Compensation Benefits	1,322.00	157.00		1,165.00
02	07	5373	Utility Contractual Services	100,000.00	92,133.32	6,759.60	1,107.08
02	07	5374	Utility Dumpster Rental	7,000.00	3,625.66		3,374.34
02	07	5510	Animal Control	3,500.00	2,323.29		1,176.71
02	07	5650	Hazardous Material Disposal	389.00	60.84		328.16
02	07	5735	Rental Expense - Equipment	750.00	0.00		750.00
02	07	5795	Tire Recycling	650.00	621.50		28.50

Funding Source Code	Departments Code	General Ledger Code	General Ledger Title	Revised Budget	Actual	Budget Adjustment	Available Budget
				160,027.00	141,212.70	6,759.60	12,054.70
			Total Utility Fund Available Budget				181,182.76
Street Available Budget							
14	14	5000	Payroll	41,214.00	35,984.45		5,229.55
14	14	5084	Salary - Cell phone allowance	264.00	214.00		50.00
14	14	5087	Salary - Education	225.00	111.25		113.75
14	14	5120	Life Insurance Benefits	28.00	23.61		4.39
14	14	5121	Medical Insurance Benefits	4,422.00	3,710.99		711.01
14	14	5122	Dental Insurance Benefits	273.00	208.31		64.69
14	14	5123	Vision Insurance	57.00	42.19		14.81
14	14	5124	Long Term Disability Insurance	159.00	144.52		14.48
14	14	5126	Short Term Disability Insurance	105.00	97.54		7.46
14	14	5130	Medicare Tax - Employers Contribution	624.00	562.07		61.93
14	14	5131	TWC - Employers Contribution	156.00	8.60		147.40
14	14	5140	TMRS City Contribution	4,993.00	4,735.10		257.90
14	14	5750	Repair & Maintenance - Streets & Drainage	82,000.00	40,969.84	7,063.87	33,966.29
				134,520.00	86,812.47	7,063.87	40,643.66
			Total Street Fund Available Budget				40,643.66
HOT Available Budget							
16	16	5500	Advertising / Public Notices	260,000.00	189,645.33	19,895.54	50,459.13
				260,000.00	189,645.33	19,895.54	50,459.13
			Total HOT Fund Available Budget				50,459.13
Venue Available Budget							
18	18	5000	Payroll	67,136.00	63,078.95		4,057.05
18	18	5084	Salary - Cell phone allowance	408.00	337.00		71.00
18	18	5087	Salary - Education	390.00	282.50		107.50
18	18	5130	Medicare Tax - Employers Contribution	1,012.00	957.97		54.03
18	18	5131	TWC - Employers Contribution	228.00	14.04		213.96
18	18	5133	Urban Forestry	5,000.00	247.50		4,752.50
18	18	5381	Water Quality Consultants	15,000.00	0.00	15,000.00	0.00
18	18	5446	Environmental Monitoring Program	2,500.00	0.00		2,500.00
18	18	5745	Repair & Maintenance - Equipment	3,000.00	0.00		3,000.00
18	18	5749	Repair and Maintenance - Natural Waterways	12,000.00	0.00	3,357.40	8,642.60
18	18	5753	Repair & Maintenance - Trails & Footpaths	2,000.00	0.00		2,000.00
18	18	5820	Training & Education - City Staff	2,000.00	499.00		1,501.00
18	18	5823	Education Programs	2,000.00	0.00		2,000.00
18	18	5880	Water Quality Ponds	15,000.00	1,799.55		13,200.45
				127,674.00	67,216.51	18,357.40	42,100.09
			Total Venue Fund Available Budget				42,100.09
Crime Control Available Budget							
19	19	5000	Payroll	227,230.00	188,148.29	5,904.50	33,177.21

Funding Source Code	Departments Code	General Ledger Code	General Ledger Title	Revised Budget	Actual	Budget Adjustment	Available Budget
19	19	5084	Salary - Cell phone allowance	480.00	370.00		110.00
19	19	5088	Salary - Shift Differential	2,400.00	1,700.00		700.00
19	19	5091	Salary - Licensing Incentives	2,400.00	2,000.00		400.00
19	19	5092	Salary - Holiday Traffic Control	5,000.00	0.00		5,000.00
19	19	5093	Salary - Holiday Pay	11,906.00	9,905.90		2,000.10
19	19	5121	Medical Insurance Benefits	22,931.00	22,265.91		665.09
19	19	5122	Dental Insurance Benefits	1,262.00	1,249.88		12.12
19	19	5123	Vision Insurance	262.00	253.13		8.87
19	19	5130	Medicare Tax - Employers Contribution	3,557.00	3,114.53		442.47
19	19	5131	TWC - Employers Contribution	960.00	36.15		923.85
19	19	5135	Social Security Contribution	1,597.00	848.76		748.24
19	19	5150	Workers Compensation Benefits	7,729.69	0.00		7,729.69
19	19	5439	Community Partnership	2,250.00	1,467.65		782.35
19	19	5600	Dues / Subscriptions / Fees	500.00	0.00		500.00
19	19	5613	800 MHz Operation and Maintenance	9,495.00	9,000.36		494.64
19	19	5614	911 Call Share	59,847.00	59,847.00		0.00
				359,806.69	300,207.56	5,904.50	53,694.63
			Total Crime Control Fund Available Budget				53,694.63
Drainage Available Budget							
25	25	5000	Payroll	27,985.00	25,329.54		2,655.46
25	25	5084	Salary - Cell phone allowance	168.00	140.00		28.00
25	25	5087	Salary - Education	105.00	41.25		63.75
25	25	5130	Medicare Tax - Employers Contribution	420.00	385.46		34.54
25	25	5131	TWC - Employers Contribution	108.00	5.81		102.19
25	25	5746	Repair & Maint. - Drainage-Streets & ROW	20,000.00	1,437.50	6,882.93	11,679.57
25	25	5761	Repair & Maintenance - Water Quality Ponds	5,000.00	1,428.62		3,571.38
25	25	5823	Education Programs	750.00	0.00		750.00
25	25	7184	Sunset Trail Street	35,122.00	0.00		35,122.00
				89,658.00	28,768.18	6,882.93	54,006.89
			Total Drainage Fund Available Budget				54,006.89
Total Budget Sweep Across All Funds							
			General Fund Sweep				117,449.57
			Utility Fund Sweep				181,182.76
			Street Fund Sweep				40,643.66
			HOT Fund Sweep				50,459.13
			Venue Fund Sweep				42,100.09
			Crime Control Fund Sweep				53,694.63
			Drainage Fund Sweep				54,006.89
			Total Budget Sweep Across All Funds				539,536.73

FY21 Subsidy/Transfer Amendment

Attachment B

FY21 Utility Subsidy Budget Adjustment						
Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Subsidy	FY21 Suggested Subsidy	Difference
05-Water	719,087.99	671,335.44	(47,752.55)	263,425.00	47,752.55	215,672.45
06-Wastewater	614,938.65	508,082.67	(106,855.98)	172,681.00	106,855.98	65,825.02
07-Solid Waste	165,138.98	6,934.86	(158,204.12)	149,657.00	158,204.12	(8,547.12)
25-Drainage	74,554.19	102,251.67	27,697.48	4,672.00	-	4,672.00
	1,573,719.81	1,288,604.64	(285,115.17)	590,435.00	312,812.65	277,622.35

FY21 Transfer Budget Adjustment						
Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Transfer	FY21 Suggested Transfer	Difference
19-Crime Control	371,231.41	422,176.32	50,944.91	102,806.00	\$0	(102,806.00)

FY21 Open Space Earmarked Funds						
Department	FY21 Actual Expenses	FY21 Actual Revenues	Profit (Deficit)	FY21 Budgeted Transfer	FY21 Suggested Transfer	Difference
09-General Government	-	-	-	-	\$700,000	700,000.00

CITY COUNCIL MEETING DATE: DECEMBER 7TH, 2021



CITY COUNCIL AGENDA ITEM #17

STAFF PREPARER/CONTACT INFORMATION: Carolyn Meredith, Public Works Director
cmeredith@sunsetvalley.org

COUNCIL SPONSOR: Councilmember Johnson rjohnson@sunsetvalley.org /Public Works

SUBJECT: MULCH DELIVERY AND ASSISTANCE

DESCRIPTION: Consider and act on a mulch delivery and assistance program.

BACKGROUND: In 2020, Council suspended the mulch delivery program. Since that time many residents have requested a return of this service. Staff has prepared a document outlining the program rules. The estimated cost for every mulch delivery to the city is approximately \$50.00. The cost per cubic yard of mulch from a local retailer is between \$22-32 for hardwood mulch without delivery included. Based on the cost of this service it is proposed that a \$25 fee be assessed for use of this program. The proposed fee will cover a portion of the cost to the City for this service while still providing a very affordable and beneficial service to residents.

Staff has also put together rules for assistance in loading mulch in vehicles and trailers. This service will be offered for free for residents who want to utilize this program. All of these programs will require a waiver to be on file with the City prior to delivery or loading assistance. Additionally, a budget amendment will need to be made to create a new line item for revenue from this program.

APPLICABLE CODE SECTIONS: N/A

FUNDING:

CURRENT YEAR FISCAL BUDGET							
FUND	DEPT.	ACCT.	DESC.	BUDGET	ENCUMBERED	THIS ITEM	REMAINING
Staff	Public Works						
PRIOR YEAR FISCAL BUDGET(S)							

BUDGET YEAR	FUND	DEPT.	DESC.	ACCOUNT	AMOUNT	TOTAL	NOTES
		Public Works					

STAFF RECOMMENDATION: Approve

SUPPORTING MATERIALS PROVIDED: YES

- MULCH DELIVERY
- MULCH ASSISTANCE



Mulch Delivery Terms and Conditions

- **A signed Waiver must be completed before mulch can be delivered.**

Fee

- A \$25 deliver fee will be assessed per delivery.

Delivery Time and Date

- Mulch delivery will be delivered Wednesday afternoons only.
- Delivery time will between 1:00pm until 4:00pm. There are no reserved appointment times.
- Requests for mulch must be called in to City Hall by Monday of the week you request the mulch. After Monday the delivery will be scheduled for the following week.
- Mulch will be delivered on a first come, first serve basis. There will only be 6 delivery slots per delivery day. Once those spots are filled, requests will be scheduled for the following week.

Delivery

- City Staff will place the product on your driveway
 - No uphill driveway – we will place it at the end of your driveway or near the street
 - City Staff will not “jump” a curb
 - City Staff will not drive onto your lawn.
- Mulch will be delivered in ½ truck loads (4 cubic yards) or full (8 cubic yards)
- Once the mulch has been delivered City Staff will not return to remove any remaining or unused mulch

Mulch Quality

- Mulch is delivered loose.
- Mulch is delivered as is. Residents can visit the storage yard to see the condition of the mulch.

The City is not responsible for any damage to private property resulting from delivery or mulch placement. For more information, please call 512-891-9103.



**Right of Entry Authorization
Mulch Delivery**

This letter constitutes my authorization for employees of the City of Sunset Valley or its agents to enter my property (described below) to gain access for the purpose of delivering mulch. I have read and understand all conditions regarding mulch delivery and agree to these requirements.

As a condition of delivery, I agree to indemnify and hold the City fully harmless as to any claims, losses, or damages that may be occasioned upon me, or my property by the City's entry or as a result of the City's activities upon my property.

Also, I reserve the right to revoke this authority by letter addressed to the City of Sunset Valley at 3205 Jones Road, Sunset Valley, TX 78745.

Printed Name:	
Signature:	
Address:	
Phone Number:	
Email:	



Mulch Pick-Up Assistance Regulations

- **A signed Waiver must be completed before mulch can be placed into any vehicle or trailer by City Staff.**

Scheduling Pick Up Assistance

- Pick up assistance is offered on Thursday and Fridays.
- Pick up assistance is by appointment only.
- Assistance Appointments can be made in the following time periods:
 - 8:00-8:30 a.m.
 - 11:30 a.m.-1:30 p.m.
 - 3:30-4:30 p.m.
- Requests for assistance must be made 24 hours in advance.
- Pickup assistance is on a first come, first serve basis.

Mulch Quality

- Mulch is loose. City Staff will not bag mulch.

The City is not responsible for any damage to private property resulting from mulch pick up assistance. For more information please call 512-891-9103.



Release of Liability
Mulch Pick Up Assistance

This letter constitutes my authorization for employees of the City of Sunset Valley or its agents to place mulch into my vehicle or trailer. I understand that having the mulch placed into my trailer/vehicle may harm or damage my property.

As a condition of the City assisting me in loading mulch into my vehicle/trailer, I agree to indemnify and hold the City fully harmless as to any claims, losses, or damages that may be occasioned upon me, or my property by the City's activities upon my property.

Also, I reserve the right to revoke this authority by letter addressed to the City of Sunset Valley at 3205 Jones Road, Sunset Valley, TX 78745.

Printed Name:	
Signature:	
Address:	
Phone Number:	
Email:	