



**MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF SUNSET VALLEY, TEXAS
DECEMBER 7, 2021
6:00 P.M.**

COUNCIL MEMBERS PRESENT

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

STAFF PRESENT

Sylvia Carrillo, City Administrator
Carolyn Meredith, Public Works Director
Lenn Carter, Chief of Police
Matt Lingafelter, City Secretary
Suzanna Fleegal, Accountant
Barbara Boulware-Wells, City Attorney

1. Call to order of the City Council.

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

2. Citizen/Public Communication

- Mayor Bruner read an OpenGov comment from Melissa Gonzales

3. Staff Reports

- Sylvia Carrillo delivered the Administration Report
 - Update on the City Newsletter via potential Canales contract
- Carolyn Meredith delivered the Public Works Report
- Chief Carter delivered the Public Safety Report
 - Council Member Carmona requested that the Mayor and Council draft a letter to City of Austin regarding homeless encampments near Sunset Valley
 - Question from Council Member Rosengarten regarding trespassing policy in the commercial districts

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

Council Member Rosengarten made a motion to approve Agenda Items #5 and 6 on consent, seconded by Council Member Reetz. All voted in favor and the motion carried.

Items Which May Be Considered and Acted on Consent

- 5. Consider and act on approval of the minutes from the November 16, 2021 regular meeting. (Mayor Bruner/Administration) *Item Approved on Consent***
- 6. Consider and act on an approval of a proclamation declaring December 18, 2021 as Arbor Day in Sunset Valley. (Mayor Bruner/Public Works) *Item Approved on Consent***

7. **Consider and act on the dates, time, and location of the Council Retreat. (Mayor Bruner/Administration)**

- Council discussed a potential date and location for the retreat to be held in mid-January
- Staff was directed to proceed with planning the retreat to be held onsite on Friday January 21st for a brief session, and the main retreat to be held Saturday January 22nd.

Presentation Items for Discussion and Possible Action

8. **Consider and act on the following Human Resources related items (Council Member Carmona/ Council Member Rosengarten):**

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

- Sylvia Carrillo introduced this agenda item
- Correction from Council Member Rosengarten to add "Maintenance Tech 1" below "Maintenance Tech 2" on the Organizational Chart
- Council Members thanked Council Members Carmona and Rosengarten and staff for their work through the pay scale and job description revisions
- Comments from Mayor Bruner and the City Administrator on the proposed communications position

Council Member Rosengarten made a motion to approve item A, revisions to the Civilian and Police Department Pay Scales, item B, revisions to staff job descriptions, and C, approval of an Ordinance amending the FY 2022 Budget (Budget Amendment #5). The motion was seconded by Council Member Johnson.

- Comments from Council Members on clarifying the motion
- Citizen Comment from Melissa Gonzales

Council Member Rosengarten called the question. Council Members Carmona, Johnson, Reetz and Rosengarten voted in favor, and Council Member Litchfield voted against. The motion to call the question carried.

All Council Members voted in favor, and the motion on the floor carried.

- Council began discussing the proposed Public Works Superintendent position
- Comments from Carolyn Meredith, the Public Works Director
- Citizen Comment from Melissa Gonzales
- Council Members made comments on the proposed job description

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- Corrections to the job description, striking the sentence regarding “two years’ experience in Sunset Valley”

Council Member Reetz made a motion to approve the job description for the Public Works Superintendent, with the corrections discussed, and post the job, seconded by Mayor Pro tem Carmona.

Comments from Council Member Rosengarten. Council Members Carmona, Johnson, Litchfield and Reetz voted in favor. Council Member Rosengarten voted against. With four votes in favor the motion carried, and the job description was approved.

Council Member Rosengarten made a statement regarding her vote. Council Member Carmona also made a statement.

- Mayor Bruner opened the discussion and made comments on the proposed Communications/Management Assistant position
- Comments from Council Members
- Comments from the City Administrator
- Citizen Comment from Jose Canales
- Mayor Bruner read citizen comments into the record from Open Gov:
 - Myles Fox
 - Sharon Drinkwine
 - Sasha Russell
- Council may want to discuss these issues at the Retreat
- Council Member Johnson suggested an iContact request for a resident volunteer to assist with interim marketing and social media posts

Council Member Carmona made a motion to discuss these issues at the Council retreat, and direction to the Mayor and staff to bring back options and job descriptions, and close the loop on any issues with the Marketing Ad hoc Committee, with the hope that the Committee can meet again soon. The motion was seconded by Council Member Reetz. All voted in favor and the motion carried.

9. Committee, Board and Commission Appointments for 2022. (Mayor Bruner/Administration)

Council Member Reetz made a motion to approve the list as presented to Council, seconded by Council Member Rosengarten.

Comment from Council Member Carmona.

All voted in favor and the motion carried.

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

- Mayor Bruner introduced this agenda item
- Questions and Comments from Council Members
 - Staff has attempted to sell the unused flood gates, and have not found any buyers

Council Member Johnson made a motion to approve the Emergency

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Operations planning purchases in an amount not to exceed \$33,250, seconded by Council Member Reetz.

Comments from Council Member Carmona, and question from Council Member Rosengarten.

All voted in favor and the motion carried.

11. **Consider and act on approving the purchase of a new Granicus Encoder in the amount of \$6,102.68 as part of overall audio-visual improvements to City Hall. (Mayor Bruner/Administration) *Agenda Item Tabled***
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)**

- Mayor Bruner introduced this agenda item

Council Member Rosengarten made a motion to approve the amendment, seconded by Council Member Reetz. All voted in favor and the motion carried.

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)**

- The City Administrator introduced this agenda item.
- Presentation from Jose Canales
- Comment from the City Administrator on the contractual amounts
- Questions and comments from Council Members

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

Council Member Reetz made a motion to direct staff to work with Canales and Co. to bring back a proposed contract reviewed by legal at the January meeting, seconded by Council Member Johnson.

Citizen Comment from Melissa Gonzales.

All voted in favor and the motion carried.

14. **Consider and act on a variance request for increased impervious cover at 5601 Brodie Lane for a sidewalk extension. (Mayor Bruner/Administration)**

- Sylvia Carrillo introduced the variance request
- Mayor Bruner read a comment from OpenGov by Terry Cowan

Council Member Carmona made a motion to approve the variance request based on the findings, with the condition that the water be directed to flow over the remaining landscaping, seconded by Council Member Reetz. All voted in favor and the motion carried.

15. **Consider and act on a recommendation by the CED committee to begin the planning phase of banner development and placement. (Council Member**

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Reetz/Administration)

- Council Member Reetz introduced this agenda item

Council Member Rosengarten made a motion to approve the planning phase of banner development and placement as recommended by the CED Committee, seconded by Council Member Johnson.

Questions from Council Members Carmona and Litchfield.

All voted in favor and the motion carried.

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)**

This item was not addressed.

17. Consider and act on approving the Residential Mulch Delivery and Assistance Program (Council Member Johnson/Public Works)

- Carolyn Meredith introduced this agenda item
- Comments from Mayor Bruner
- Comments and questions from Council Members

Council Member Johnson made a motion to approve the Residential Mulch Delivery and Assistance Program, seconded by Council Member Litchfield.

Question and comments from Council Member Carmona.

Council Members Carmona, Johnson, Litchfield and Reetz voted in favor. Council Member Rosengarten voted against. With four votes in favor the motion carried.

Executive Session Items – Possible Action in Open Session

18. Convene into Executive Session pursuant to Texas Government Code Section 551.071 and Texas Disciplinary Rules of Professional Conduct Section 1.05 to consult with the City's Legal Counsel concerning legal issues.

- **City Facilities**
- **Pending Litigation – S. Wilson vs. City of Sunset Valley**

Brief discussion of distribution of Executive Session Items. Council did not convene into Executive Session.

19. Reconvene into Open Session

Council did not convene into Executive Session.

20. Adjourn

- Mayor Bruner adjourned the meeting 10:05 P.M.

Marc Bruner
Mayor

Attest:

Matt Lingafelter
City Secretary

Minutes approved on January 4, 2022