

**ORDINANCE # 250603-D**

**AN ORDINANCE OF THE CITY OF SUNSET VALLEY, TEXAS, AMENDING TITLE III, ADMINISTRATION, CHAPTER 31 OF THE CITY OF SUNSET VALLEY, TEXAS CODE OF ORDINANCES BY REVISING SECTION 31.15 RELATING TO STANDING COMMITTEES, AND ADDING SECTION 31.40 CREATING A COMMUNITY AND ENGAGEMENT TEAM, PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND OPEN MEETINGS COMPLIANCE.**

**WHEREAS**, the City Council periodically reviews the structure and function of its Standing Committees and Organizational bodies to ensure they continue to reflect the city's goals and priorities;

**WHEREAS**, the City Council seeks to enhance flexibility, coordination, and community involvement in planning City-sponsored events through the creation of a Community Engagement Team;

**WHEREAS**, current members of the Community and Economic Development Committee have been encouraged to volunteer for the newly created Community and Engagement team, allowing continued participation in community-focused activities;

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

**SECTION 1. Amendment of Title III, Administration, Chapter 31, Officials and Organizations, Section 31.15, Establishing Standing Committees** The City of Sunset Valley, Texas' Code of Ordinances Title III, Administration, Chapter 31, Officials and Organizations, Section 31.15 is hereby amended to read as follows:

§ 31.15 ESTABLISHING STANDING COMMITTEES.

(A) The following standing committees shall be established:

- (1) Public Safety;
- (2) Budget and Finance;
- (3) Public Works; ~~and~~
- (4) Planning and Environmental; ~~and~~
- (5) ~~Community and Economic Development.~~

(B) A member of the city staff will be assigned to assist each of the standing committees.

(Ord. 070619-B, passed 6-19-2007; Ord. 100706-B, passed 7-6-2010; Ord. 170110-A, passed 1-10-2017; Ord. 190108-A, passed 1-8-2019; Am. Ord. 190702-C, passed 7-2-2019)

**SECTION 2. Addition to Title III, Administration, Chapter 31, Officials and Organizations, Section 31.40, titled *Community Engagement Team*.** The City of Sunset Valley, Texas' Code of Ordinances Title III, Administration, Chapter 31, Officials and Organizations, Section 31.40, Community Engagement Team, is hereby added to appear under the heading "Organizations" and shall read as follows:

*ORGANIZATIONS*

§ 31.40 COMMUNITY ENGAGEMENT TEAM.

(A) Purpose.

(1) The Community Engagement Team is a collaborative working group established to support community events and foster resident engagement through inclusive and coordinated planning efforts. The Team is not a formal advisory body and does not operate under the rules applicable to standing committees or commissions. Instead, it serves in a flexible, staff-supported capacity to assist in developing the City's annual event calendar and related budgetary recommendations.

(B) Responsibilities.

(1) The Community Engagement Team shall convene during the summer each year to:

- (a) Develop a proposed calendar of City-sponsored community events;
- (b) Recommend event-related funding requests to the Budget and Finance Committee as part of the annual budget process; and
- (c) Coordinate and support the planning and execution of community events throughout the fiscal year.

(2) Budget recommendations shall be reviewed by the Budget and Finance Committee and considered by the Mayor and City Council during the adoption of the annual budget.

(C) Membership.

- (1) Members of the Community Engagement Team shall be volunteers appointed by the Communications and Events Coordinator, under supervision of the City Administrator.
- (2) Appointments may be made at any time and are not subject to term limits. A member shall serve until they voluntarily choose to step down or are no longer able to participate.
- (3) The Team shall be composed of the following representatives:
  - (a) At least one (1) member of the Planning and Environmental Committee;
  - (b) At least one (1) member of the Arts Commission;
  - (c) Three (3) City staff members, including the Communications and Events Coordinator, a Public Works Department representative, and a Police Department representative.

(D) Structure and Operations.

- (1) The Team shall meet as needed, with a required meeting during the summer for budget and calendar planning.

- (2) Meetings are informal and are not subject to quorum requirements, the Texas Open Meetings Act, or formal agenda and minute-keeping procedures
- (3) The Team shall not include a City Council liaison and shall not have advisory or legislative authority.
- (4) City staff will coordinate meetings, facilitate communication among members, and ensure that the Team's recommendations are reviewed and processed in accordance with City procedures.

**SECTION 3. Effective Date.** This Ordinance shall be effective immediately upon adoption.

**SECTION 4. Severability.** If any provision of this Ordinance is found by a court of competent jurisdiction to be void or unenforceable, such void or unenforceable provision shall be severed as though it never formed a part of the Ordinance, and all other provisions hereof shall remain in full force and effect.


**SECTION 5. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance was considered was open to the public as required and that public notice of the time, place, and purpose of said meeting was provided as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

**PASSED AND APPROVED AND ADOPTED** this 3<sup>rd</sup> day of June 2025.

**ATTEST:**

  
Melissa Marquez, City Secretary

**CITY OF SUNSET VALLEY, TEXAS**

  
Marc Bruner, Mayor