

THE VILLAGE OF SAN LEANNA
AGENDA

Regular Board of Aldermen Public Meeting
Thursday, November 17, 2022

7:00 pm – Community Center – 11906 Sleepy Hollow Rd

A. MEETING CALLED TO ORDER

Roll call

Approval of minutes: Regular B of A Meeting and Public Hearing... .. October 20, 2022

B. CITIZENS' COMMUNICATION

C. PUBLIC HEARING

1. Presentation of information concerning request for a variance to Zoning Ordinance No. 13-001 allowing concessions to side setback requirements for a new single-family dwelling 600 Redbud Trail.
2. Citizen Comments.

**** NO ACTION MAY BE TAKEN AT A PUBLIC HEARING ****

**** RESUME REGULAR MEETING ****

D. ITEMS SCHEDULED FOR ACTION

1. Consideration of request for a variance to Zoning Ordinance No. 13-001 allowing concessions to side setback requirements for a new single-family dwelling at 600 Redbud Trail.
2. Discussion and potential action regarding Junked Vehicle Ordinance violation complaint at 11517 Hunting Creek Lane.
3. Consideration of quote to pave Indian Tree Trail.
4. Consideration to select candidate and approve contract for arborist services in the Village of San Leanna.
5. Consideration of Mayoral Arbor Day Celebration Proclamation.
6. Consideration of Master Services Agreement with gWorks (which acquired Softline Data) for the continuation of water billing services.
7. Review and approve financial report for October 2022.
8. Consideration of cancellation of December Board of Aldermen meeting.

E. ITEMS FOR DISCUSSION

1. Discussion of proposed short term rental policies in the Village of San Leanna.

F. REPORTS AND INFORMATION

1. Mayor's Report	Updates re: meeting/symposium attendance
2. Zoning Report	To be discussed
3. Administrative Report	surveys/reports, administrative updates. TDEM update
4. Roads	Current road maintenance needs, road improvement projects, street signs, speed humps
5. Public Affairs	Newsletter, Community events
6. Public Safety	Neighborhood Watch, NNO, public safety information, street lights
7. Water	Water system info, drought status, Burn Ban info, drainage info, flood prevention
8. Environmental	Tree Care Program, mowing/trimming, trash/recycling, burn piles

G. ADJOURNMENT

**** ALL ITEMS SPECIFICALLY MENTIONED SEPARATE FROM EXECUTIVE
SESSION MAY HAVE ACTION TAKEN ****

The Board of Aldermen of the Village of San Leanna reserves the right to adjourn into executive session at any time to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

Posted _____ November 14, 2022

Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting & Public Hearing
Thursday, October 20, 2022
7:00 p.m. – Community Center – 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

Present: Molly Quirk, Danny Villarreal, Helen Rockenbaugh, Christa Gregg, Marcos Campos, Mary Wright

Helen Rockenbaugh moved to approve minutes of Regular B of A Meeting on September 15, 2022 as written; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

C. ITEMS SCHEDULED FOR ACTION

1. Council discussed proposed events to take place in the Community Center. Mary Wright stated that an event calendar for early 2023 would be ready for the January meeting. Marcos Campos moved to allow use of the Community Center for: an Arbor Day Event in December, hot cocoa meet up in December, Bingo Night in January, and two public safety presentations in the beginning of 2023; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
2. Council discussed concerns expressed by several residents regarding short term rentals in the Village of San Leanna, noting pros and cons of putting an ordinance in place. Marcos Campos moved to appoint Helen Rockenbaugh, Danny Villarreal, and Rebecca Howe to a committee to begin researching and drafting an ordinance to be considered at a later meeting; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
3. Danny Villarreal presented quotes from Alpha Paving for road repair throughout the village and the paving of Indian Tree Trail. Rebecca Howe stated that, because of the wording of the agenda item, discussion of Indian Tree Trail would have to be postponed to the November meeting. Danny Villarreal moved to approve the quote for pothole filling and road repair; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.
4. Helen Rockenbaugh moved to authorize Rebecca Howe to move forward with mowing lots in violation of the Village's Health and Sanitation Ordinance after the prescribed notification period; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.
5. Helen Rockenbaugh moved to approve up to \$1000 in expenses to repair and replace the historic Circle Drive sign, with expenses exceeding \$1000 to require further council consideration; Mary Wright seconded; motion carried with a vote of 5 in favor – 0 opposed.
6. Danny Villarreal moved to approve financial report for September 2022; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

E. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported on the loss of multiple San Leanna residents in the preceding months, including former Village Administrator, Terri Hartley Gagliano. Mayor Quirk reported that National Night Out was a success, and that Trunk or Treat was coming up at the end of October.

Council briefly discussed Village owned properties and the historic significance of the Arnold/Payne house on Old Manchaca Rd. Rebecca Howe was tasked with exploring the possibility of a historical designation or future purchase of the property if it were to ever be sold.

Linda Barrett was not present but left a report for council. Mayor Quirk reported on a new permit on Sunset Dr for a new home and updates on a few other active permits.

2. Administrative: Rebecca Howe reported that the annexation of Tunnel Trail had been referred to Travis County in hopes of being placed on the schedule for the Commissioners Court and that the Old Manchaca Road project had a start date of November 1, 2022. Ms. Howe updated council on progress on the junked vehicle clean-up at 11517 Hunting Creek stating that a detailed, signed complaint would be required to move forward with the complaint process. Ms. Howe reported on upcoming election law training in November, grant applications, the annual Audit, brush on lots, and the schedule for the dumpster removal.
3. Roads: Danny Villarreal reported on planned repainting of speed bumps and a stop sign replacement at River Oaks Dr and Hacienda Dr.
4. Public Affairs: Mary Wright reported on the upcoming Trunk or Treat event.
5. Public Safety: Christa Gregg reported on a recent Travis County Sheriff's townhall that touched on emergency calls in the area, as well as ordering a traffic counter ahead of the upcoming development on South 1st and the Katy/San Leanna triangle. Council discussed the report provided by Travis County Sheriff's Department and mail theft.
6. Water: Marcos Campos reported on the drought status and the status of the water system. The Aquifer District had declared Stage 3 Critical Drought Status with a mandatory 30% conservation period. The City of Austin was in Stage 1 Drought. Marcos Campos reported that the water system was running smoothly and that well levels had risen 4.1 ft. since the previous month, to a level of 143.9 ft. The burn ban was in effect.

Mr. Campos reported on the upcoming TCEQ compliance audit. Council discussed reevaluating water rates at the beginning of 2023 and the encouragement of water conserving landscaping.

Mr. Campos reported on the schedule for upcoming committee meetings for selecting a candidate for arborist services.
7. Environmental: Helen Rockenbaugh reported the upcoming tree give away with TreeFolks and dead tree removals.

F. ADJOURNMENT

Danny Villarreal moved to adjourn the meeting; Marcos Campos seconded; meeting adjourned at 8:51 pm.

James and Marcena Sorrels

October 22, 2022

Zoning Commission
San Leanna, TX

To whom it may concern:

My husband and I have purchased a lot at 600 Redbud Trail in San Leanna. We plan to build a house on the lot and move there, making it our permanent home. We are currently retired, living in Dripping Springs, but we have family in San Leanna (Jill and Alicia Smith) and want to be close to them.

We have worked closely with a designer to design the size and type of home which will give us the space that we need both indoors and out. One of our main goals in designing the house was to save as many of the trees as we can on the property. We believe the design we have now will meet our needs the best.

The house plan as it stands now requires a variance of 1.5 feet on the right side of the property where we will have a garage extension for storage, and 0.5 feet on the left front side of the property. Please see the attached site plan which has been laid on a tree survey we had done. We have gotten permission from the neighbors on either side of us (Debbie Shiller to the left and Gina Leonard to the right); their notes of permission are attached.

Please let me know if you approve the variances indicated above at your earliest convenience. Thank you so much for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Marcena Sorrels".

Marcena Sorrels

We approve the request for a variance for the house being built at 600 Redbud Trail by Marcena and Jim Sorrels:

Dellie Shiller
Name/Signature

602 Redbud Trail

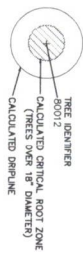
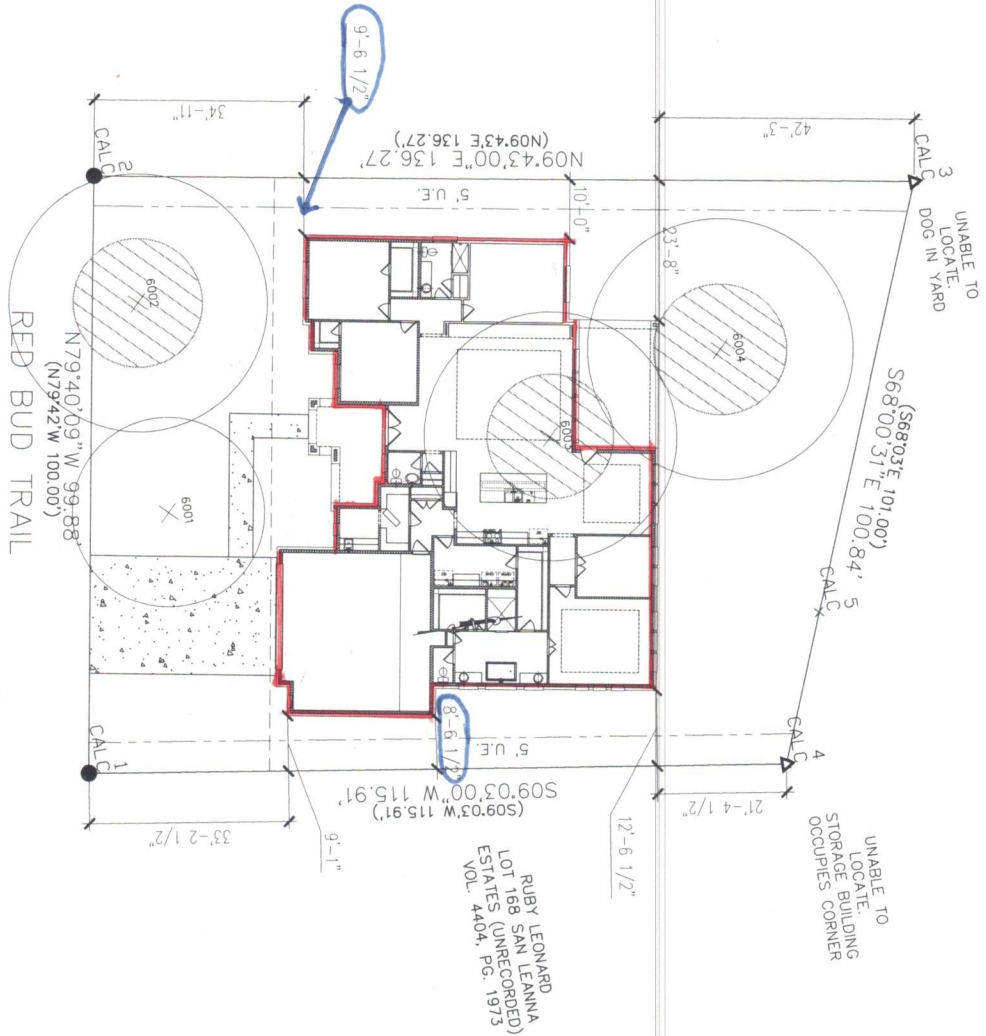
10-23-2022
Date

Gene Seeno
Name/Signature

504 Redbud Trail

10.23.2022
Date

JAMES AND MARCENA SORRELS
 LOT 169 SAN LEANNA ESTATES
 (UNRECORDED)
 DOC. NO. 2022121570
 0.287 ACRE MEASURED



TREE LEGEND	
TREE #	TREE TYPE & DIAMETER SIZE IN INCHES
6001	PEAR TREE 18
6002	PECAN 21.5
6003	PECAN 21
6004	PECAN 22

NORTH
 TBD
 PLT PLN-1
 T B D
 CENTRAL TEXAS

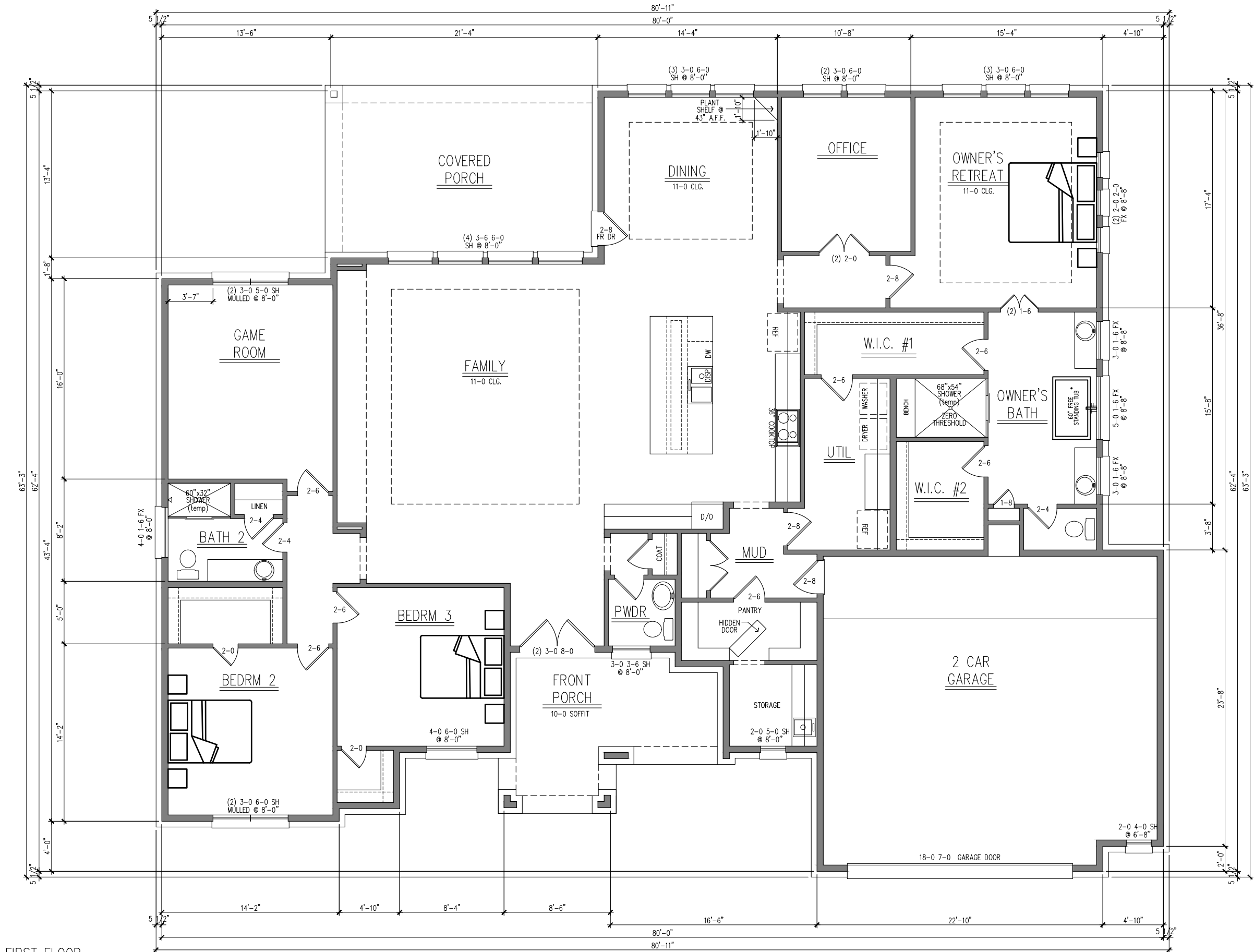
SORRELS RESIDENCE
 600 RED BUD TRAIL
 SAN LEANNA TRAIL, TX 78748

Proj. No.:
 2023
 Lot: 169
 Blk: N/A
 Job No.:
 1446
 Sect: N/A

David Weekley Homes

H4
 Date: 10.05.22
 Scale: 20' = 1'-0"
 Rev: 10.19.22 MH

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 The measurements, dimensions, and other specifications, shown on this document, are guidelines for construction use only. The actual specifications of the finished structure may vary. This document may not be relied on as a representation of what the completed structure will look like.



LIVING SQUARE FOOTAGE		
1ST FLOOR	3210	SQ FT
2ND FLOOR	0	SQ FT
TOTAL LIVING	3210	SQ FT
TOTAL SLAB SQUARE FOOTAGE		
HOUSE	3210	SQ FT
GARAGE	718	SQ FT
FRONT PORCH	170	SQ FT
COVERED PORCH	284	SQ FT
TOTAL SLAB	4382	SQ FT
TOTAL COVER	4382	SQ FT
FINISHED HEIGHT 18' - 9 1/2"		

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David Weekley Homes

H4

Date: 10.05.22

Scale: 1/8" = 1'-0"

Rev: 10.13.22 MH

Proj. No.: 169

2023

Job No.: 1446

Blk: N/A

Sect: N/A

SORRELS RESIDENCE
600 RED BUD TRAIL
SAN LEANNA TRAIL, TX 78748

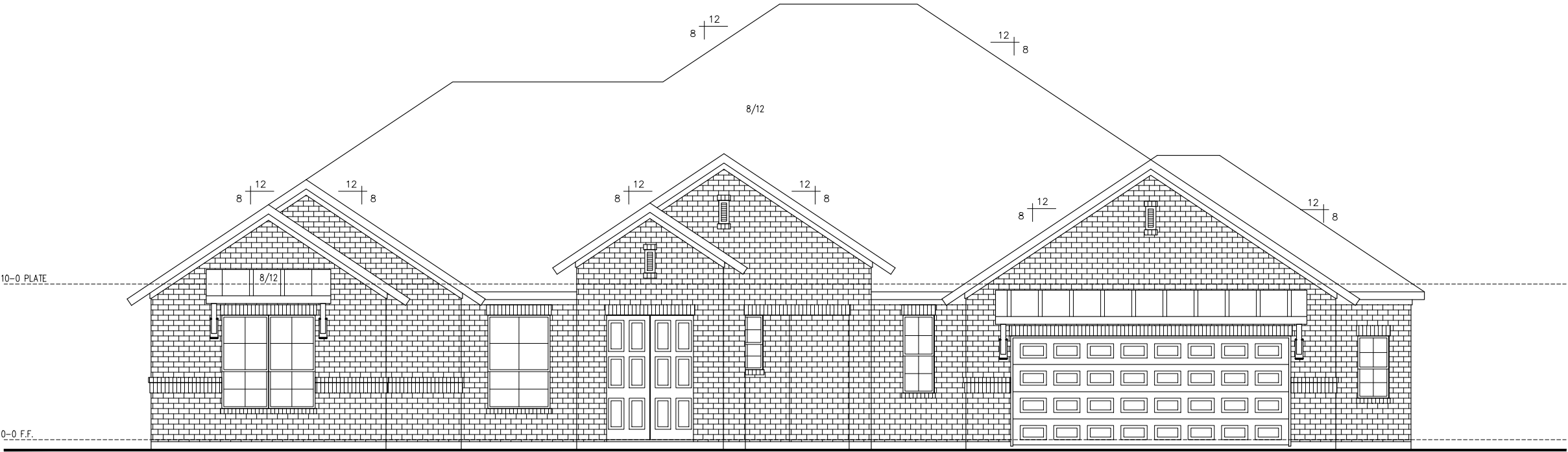
NORTH

TBD

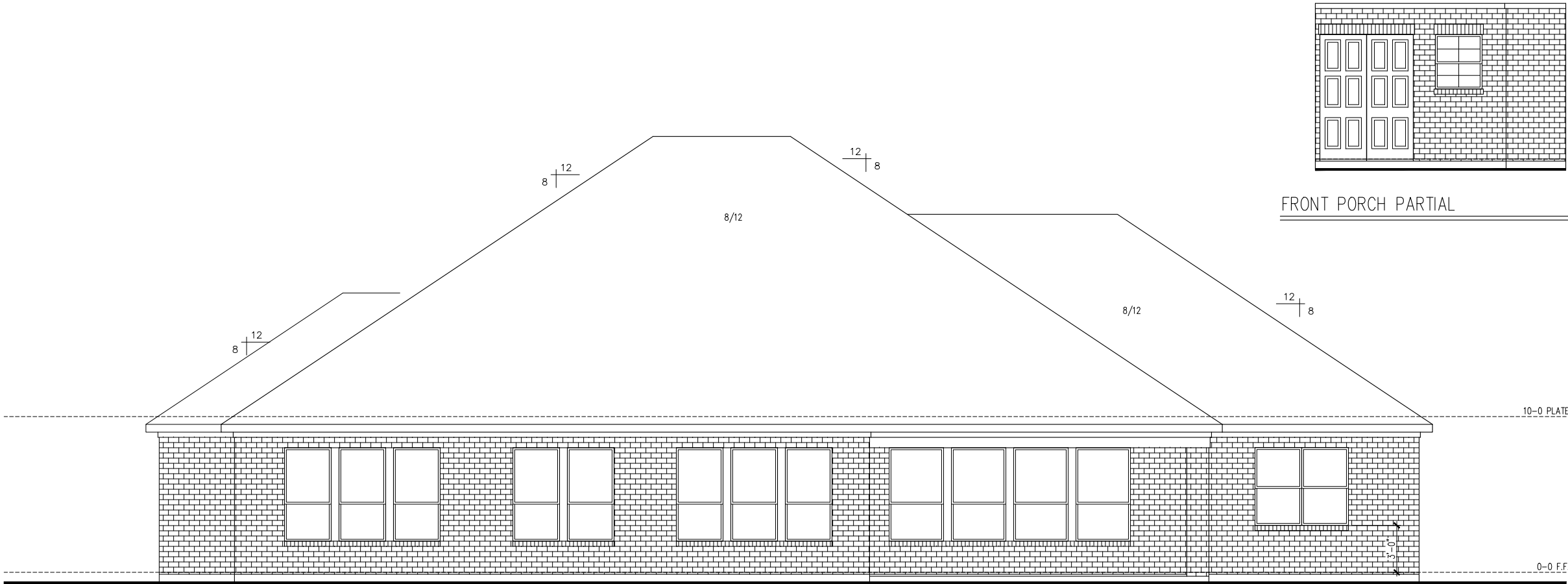
PLN-1

TBD

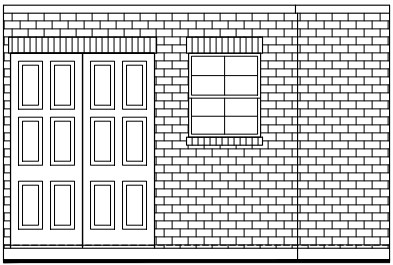
CENTRAL TEXAS



FRONT ELEVATION



REAR ELEVATION



FRONT PORCH PARTIAL

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David Weekley Homes

H4

Date: 10.05.22

Scale: 1/8" = 1'-0"

Rev: 10.13.22 MH

Proj. No.: 2023

Job No.: 1446

Lot: 169

Blk: N/A

Sect: N/A

SORRELS RESIDENCE
600 RED BUD TRAIL
SAN LEANNA TRAIL, TX 78748

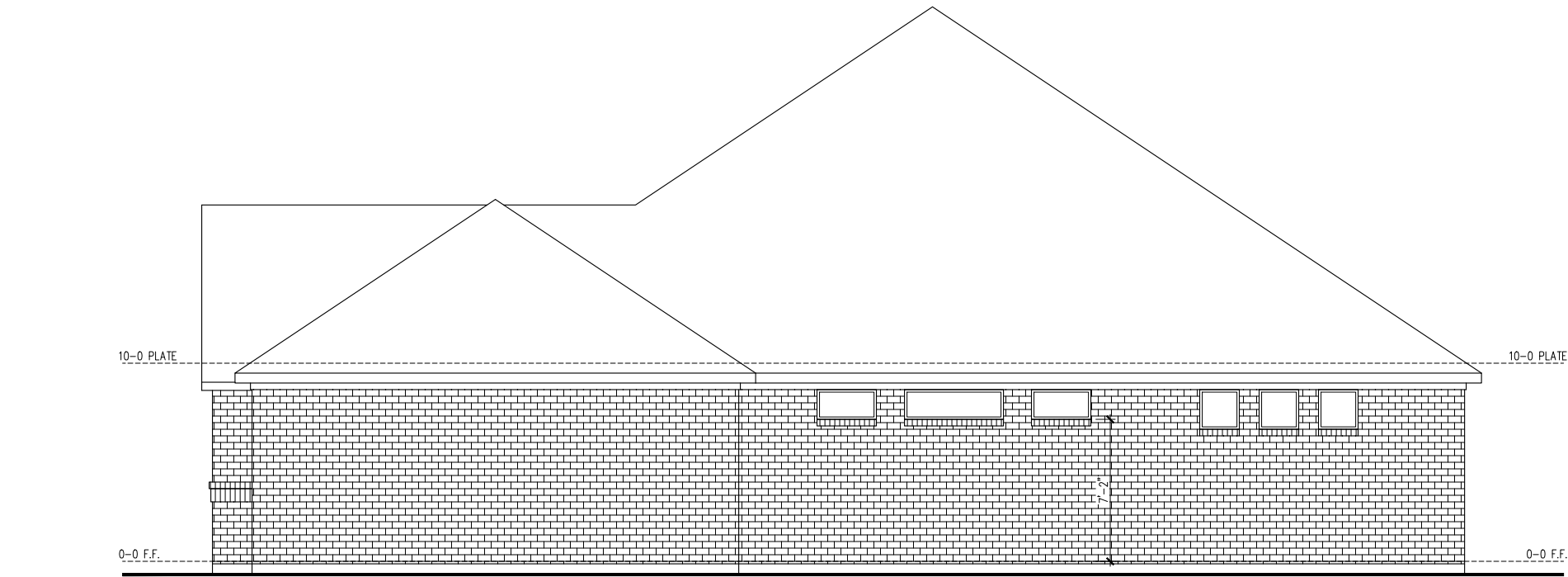
NORTH

TBD

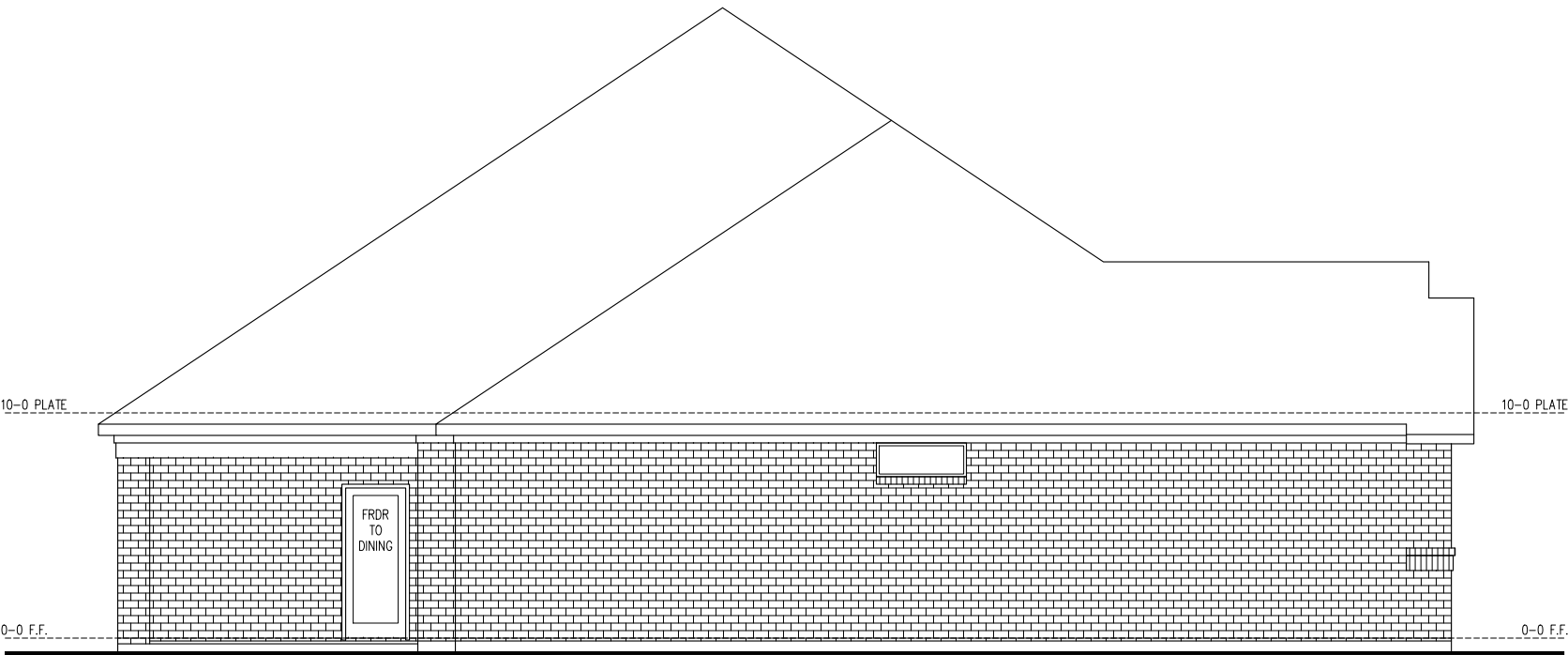
ELV-1

TBD

CENTRAL TEXAS



RIGHT ELEVATION



LEFT ELEVATION

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David Weekley Homes

H4

Date: 10.05.22

Scale: 1/8" = 1'-0"

Rev: 10.13.22 MH

Proj. No.:	169
2023	Lot:
Job No.:	Blk: N/A
1446	Sect: N/A

SORRELS RESIDENCE
600 RED BUD TRAIL
SAN LEANNNA TRAIL, TX 78748

NORTH

TBD

ELV-2

TBD

CENTRAL TEXAS

11-01-2022

Mayor and Council Persons,

I am writing to bring your attention to the non running vehicles and numerous parts of vehicles at the corner of Chapel and Hunting Creek.

When Betty Korts was mayor, Mike came to council after a previous complaint. He said he would take steps to address the vehicles but since then the problem has not improved but has gotten worse.

My concerns are not only the aesthetics but fluids leaking out such as oil and brake fluids.

I have submitted pictures. Here is a partial list of vehicles and parts of vehicles.

- dark color truck against the garage that hasn't moved in some time.
- riding mower
- tractor
- two boats
- two white trucks
- an orange SUV type vehicle
- yellow parts of a truck, a cab and a bed
- vehicle chassis
- partial truck body next to one of the white trucks
- other parts in a pile partially covered in weeds.

I appreciate your attention to this matter.

Charles Rockenbaugh

Very Simplified Checklist for Complaint and Abatement–

- Receive signed complaint
- City Administrator to visit property and confirm violation
- Supply report to council
- Council makes consideration to issue notice for removal
- Property owner is given 10 days to remove vehicles or request a public hearing
- If the vehicles are not removed and a public hearing is not requested, Council may request a court order for their removal

Legal Counsel is assisting with clarification on a few aspects of the ordinance, including recovery of expenses and court setup.



Date: 9/21/2022

Project: SAN LEANNA ROAD REPAIRS
 Address: SAN LEANNA, MANCHACA, TX

Customer: VILLAGE OF SAN LEANNA
 Contact: DAN VILLAREAL
 Address:
 Email:

PROPOSAL	Quantity	Unit Price	Total
2" ASPHALT REPAIRS - REPAIRS PER ATTACHED PHOTO REPORT Sawcut, demo, and haul off damaged pavement in specified areas Apply tack coat and repave with 2.0" of Type D Asphalt	6,592 SF	\$ 3.20 /SF	\$21,094.40
INDIAN TREE TRAIL PAVING 2.0" Type D Asphalt Paving Pave 2.0" of TXDOT 340 Type D asphalt on base (prepared by others) *pricing valid if done with repairs above in same mobilization	12,877 SF	\$ 2.25 /SF	\$28,973.25
TAX STATUS : RESIDENTIAL (includes homes, apts, condos, HOAs, POAs, nursing homes) This is a residential lump sum project. No sales tax will be charged to you. To perform the scope of work described above, ALPHA PAVING WILL PAY ALL SALES TAX FOR MATERIALS, equipment, and services needed.			

TERMS AND CONDITIONS: Alpha Paving Industries LLC will supply all labor, equipment, and materials for the proposed work unless specified above otherwise. This quote is inclusive and based on Alpha Paving performing all items above. Any deviation from the work described above may require a revised bid. Change orders will only be executed upon written orders. We reserve the right to progress bill for work partially completed. Alpha Paving will carry General Liability and Workman's Compensation Insurance. It is the customer's responsibility to notify Alpha Paving of any utilities buried less than 12 inches deep including private utilities and irrigation. Alpha Paving will not be held liable for any damage to such utilities if not notified prior to start of work. Payment made after specified payment terms could result in late fees, accrued interest, and attorney's fees. Retainage is not to be held unless specified by separate contract. Due to volatility in price of oil, this proposal is valid for 10 days.

PROPOSAL ACCEPTANCE: The above prices, specifications, terms, and conditions are accepted. Payment will be made in full NET 30 DAYS after completion of work unless specified otherwise under a separate written agreement.
 I agree to complete a Project Information Form (next page) prior to scheduling of work.

Subtotal	\$ 50,067.65
Sales Tax	\$ -
Grand Total	\$ 50,067.65

Thank you for the opportunity to bid this work for you. Please let me know if you have any questions!

Rickey Arguijo
 512-917-4101
rickey@alphapaving.com

Authorized Signature _____ Printed Name _____ Title _____ Date _____



San Leanna Arborist Position ATX Tree Service

Good morning! I'm excited about the possibility of this position. I run a tree business in Austin that I started in 2016. I love trees and I'm passionate about trees. If I'm not working in trees or hunting in trees I am looking at trees. I would absolutely like the opportunity to take care of the trees in the village of San Leanna. I really like it there and look forward to being a part of the team and helping out. I started as just someone who would cut trees but I have learned so much since then and the education I gained becoming an arborist was an amazing journey and increased my passion. So much damage can be done by over-pruning or improper pruning or unnecessary removal. I'm so glad that municipalities have regulations to protect trees. Not only do they give us beauty and oxygen but they make a huge difference in the temperature and lower heat damage and sun glare. I could go on and on about trees but I'll get back to the RFP. I would like \$700 per month to inspect the trees in the ROW and in the parks. For the hourly wage duties, I would like to be compensated \$70 per hour. Below I will include references and arborist certification. Also, my tree business has operated under the name of Cahir Doherty Tree Service. This year we opened a new name under ATX TREE SERVICE LLC. Reviews are available online. Here are references;

Barbara Hale 5129131147
Oliver Barron 5126539609
Jack Minor 5123006864

Barbara is a client. Olly runs a business called homegrown services and has me assist with trees. Jack is a client that also has a mowing and fence-building business and has referred me more than anyone. Jack and Olly are busy guys but if they do not answer leave a message and they will get back to you. Thank You for this opportunity, please let me know if there is anything else I need to do. Below is my arborist certification and proof of insurance. Lastly, I will include I spent countless hours studying the ISA certification book and also took a course from A&M via the city of Austin. Thank You for the opportunity.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/29/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.


IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Texas Insurance & Financial Services 102 N. Washington Street El Campo, TX 77437	CONTACT NAME: Steven E. Osborne PHONE (A/C, No, Ext): 512-750-3797 E-MAIL ADDRESS: steve@txins.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Burlington Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 23620
---	---	------------------------

INSURED ATX Tree Service; Cahir Doyle Daniel dba 4806 Sylvandale Drive Austin, TX 78745	CERTIFICATE NUMBER:	REVISION NUMBER:
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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			10658227-A	08/22/2022	08/22/2023	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 2,000,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						PRODUCTS - COMP/OP AGG \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							EACH OCCURRENCE \$
							AGGREGATE \$
							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER INSURED COPY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ISA Certified Arborist® Exam Score Report

CANDIDATE: Cahir Doherty

CANDIDATE ID: 324765

REGISTRATION NUMBER: 431522438

EXAM: ISA Certified Arborist® Exam

DATE: 10/6/22

SITE: 56136

VALIDATION: 1945582855

PASSING SCORE: 76%

CANDIDATE SCORE: 91%

GRADE: pass

DOMAIN TITLE

DOMAIN SCORE

Soil Management	76%
Identification and Selection	93%
Installation and Establishment	90%
Safe Work Practices	92%
Tree Biology	100%
Pruning	93%
Diagnosis and Treatment	85%
Urban Forestry	91%
Tree Protection	100%
Tree Risk Management	95%

Thank you for choosing Pearson VUE!

This examination was delivered at a Pearson VUE Authorized Center. For all your ISA testing needs, please contact your local Pearson VUE Authorized Center or visit our World Wide Web site at www.pearsonvue.com/isa or call 888-711-9958 (United States), 888-711-9958 (Canada). For phone numbers not listed, visit the web site.

You Can Authenticate This Score Report Using Pearson VUE's Digital Embosser! To maintain the integrity of this testing program and the value of your certification, Pearson VUE introduces Digital Embossing! Digital Embossing eliminates the possibility of unauthorized embossing of counterfeit score reports. To authenticate this score report, go to www.pearsonvue.com/authenticate.



Date: October 14, 2022
To: Village of San Leanna
RE: RFP Response - Professional Arborist Services

We appreciate the opportunity to serve the Village of San Leanna on this request for proposal for Professional Arborist Services. Please see below for our team's qualifications and proposal:

Introduction:

Tree Mann Solutions was founded in January 2020 by Mark Mann, an International Society of Arboriculture Board Certified Master Arborist. Our team provides expert arborist consulting services to support tree preservation in land development, construction, urban forestry, and best management practices in operations and maintenance in the Austin, San Antonio, and Dallas/Fort Worth municipalities as well as all surrounding areas. We have worked extensively in collaboration with City of Austin, Buda, and Kyle with municipal tree preservation on both public and private lands. All services provided to Village of San Leanna will be overseen by an ISA Board Certified Master Arborist that has a minimum of 10 years of experience performing arborist consulting work specifically related to maintenance, public projects, engineering, surveying, and development. Tree Mann Solutions team of Certified Arborists are familiar with assessment, consultation, and implementation of existing local tree ordinances and any other relative local, state, and federal requirements that may apply. Tree Mann Solutions team of certified arborists have extensive professional collaboration experience with City of San Antonio, City of Castle Hills, and City of New Braunfels, and City of Hondo with City leadership, City staff, the City's partners such as developers and contractors. Our team has extensive experience consulting with private property owners with dispute resolution and recommendations and coordination with both officials and organizational staff. We are a data-based organization who does regular inspection of trees and stay up-to-date with best management practices through continuing education through the International Society of Arboriculture and other educational opportunities. Our entire team is familiar with the topography of San Leanna and knowledge of Oak Wilt and other tree diseases. We have worked extensively as an organization with oak wilt identification and management and the primary contact has worked with similar municipalities on establishing oak wilt suppression practices. We frequently work with municipalities experiencing growth and working to strike a delicate balance between development and tree preservation.

Project Team:

Tree Mann Solutions employs 5 Certified Arborists and 3 Board Certified Master Arborists in the Austin area. The core project team and owner's information is below:

Justin R. Krobot, BCMA, PMP (Primary)
Operations Manager

10 years of experience as a Certified Arborist and consulting with land development/ construction/ engineering projects. Justin previously the Assistant City Arborist for City of San Antonio. Justin has a



Project Management Professional certification, a B.S. from Texas A&M University in Natural Resource Management, and an M.B.A from The University of Texas – San Antonio in Project Management. Justin managed the Mission Reach Ecosystem Restoration project and tree planting and management, the largest urban ecosystem restoration project in North America. Justin had 5 crews and 26 staff assigned and oversaw all operations of the 500-acre project including flood control infrastructure, trails, and facilities.

ISA Board Certified Master Arborist TX-3937B, TRAQ, Texas Oak Wilt Qualified

TDA Applicator License No. 0608187

justin@treemannsolutions.com | (210) 428-9341

Tristan Clayton

Project Arborist

2 years of experience as a Certified Arborist and 4-year B.S. Coursework in Urban Forestry from Stephen F. Austin State University. Tristan has worked in tree care for many years conducting plant health care injections, pruning and maintenance, and direction of contract labor for tree care operations.

ISA Certified Arborist TX-4706A, TRAQ, Texas Oak Wilt Qualified

tristan@treemannsolutions.com | (737) 610-3027

Mark Mann

Owner

10 years of experience as a Certified Arborist and 4-year B.S. coursework in Horticulture from Texas A&M University. Prior to founding Tree Mann Solutions, Mark oversaw the San Antonio East and Austin offices of a national tree care organization with several crews in operation at a time.

ISA Board Certified Master Arborist TX-3978B, TRAQ, Texas Oak Wilt Qualified

TDA Applicator License No. 0731374

mark@treemannsolutions.com | (512) 748-3637

Prior Work Experience:

- Completed inventorying, assessment, consultation, and reporting for tree preservation in private development projects with individual projects with over 4,000 trees
- Consulted with City of Hondo CR 443 Water Line installation & local engineering firm to determine creative solutions to preserve trees during construction weighing stakeholder constraints
- Coordination and consultation with hundreds of landowners and developers on thousands of trees in San Antonio and Austin on various projects to meet city compliance and maximize preservation
- Oak wilt assessment for City of Castle Hills and presentation and Q&A with City Council
- Expert witness tree inventory for San Antonio Water System in litigation with landowner
- Assist with drafting and implementing Unified Development Code amendments in City of New Braunfels and City of San Antonio
- Presentation to City of Leon Valley Tree Review Board, City of San Antonio Planning Commission, etc. regarding balancing tree preservation and development.

- More relevant work experience can be provided upon request.

References:

- Mark Bird
 - City Arborist
 - City of San Antonio
 - (210) 207-0278
 - mark.bird@sanantonio.gov
- Luis Zamarron
 - Assistant to the City Manager
 - City of Castle Hills
 - 210-293-9680
 - lzamarron@castlehills-tx.gov
- Christopher Looney
 - Development Director
 - City of New Braunfels
 - 830-221-4055
 - clooney@nbtexas.org
- Tracey B. Lehmann, P.E.
 - Director of Development
 - San Antonio Water System
 - 210-233-3492
 - tlehmann@saws.org



Scope of Services Pricing:

- SCOPE: The Village of San Leanna seeks an ISA Certified arborist for routine maintenance and monthly inspection of existing trees in the Village right of way areas using best management practices. The arborist will provide a monthly report to council on inspection. At least once a quarter the arborist shall attend Council in person to provide the report.
 - COST: Initial setup cost of \$1,800 to establish report template and format acceptable to San Leanna staff and subsequently \$180/Hour (2 hour minimum on all inspections/reports/quarterly meetings)
- SCOPE: The arborist will initiate and supervise all pruning, removal, fertilization and other routine treatment to sustain our existing Village trees.
 - COST: Typically \$180/Hour (typically a 2 hour minimum) but will need to be variable based on tree care activities (some may need more time to initiate and supervise than others depending upon activity).
- SCOPE: The arborist will serve as an *ex officio* member of the Advisory Committee on Trees.
 - COST: \$180/Hour (2 hour minimum per quarterly meeting)
- SCOPE: The arborist will guide the Village with permitted tree trimming requirements as needed.



1. COST: \$180/Hour (2 hour minimum per permitting trimming review/site inspection)
- E. SCOPE: The arborist will work with Pedernales Electric Cooperative during their routine maintenance of the trees surrounding their utility lines.
 1. COST: \$180/Hour (2 hour minimum per utility coordination)
- F. SCOPE: The Village may also seek advice on the strategic addition of new trees and the replacement of lost trees using the Village tree ordinance as a guide.
 1. COST: \$180/Hour (2 hour minimum per planting area to determine planting locations, recommendations, facilitation of installation, etc.)
- G. SCOPE: The arborist selected through this RFP process will update existing inventory and condition assessment as work is performed on the trees. The arborist will also serve in an advisory capacity with city staff in the update of the tree inventory as part of the Village Tree Ordinance.
 1. COST: \$180/Hour (2 hour minimum per inventory/assessment update)
- H. SCOPE: The arborist will meet with new Village residents and provide a one-time consultation about the health of the trees on their property.
 1. COST: \$180/Hour (2 hour minimum per resident meeting)

Tree Mann Solutions to provide monthly invoices detailing activities and number of total hours. All hourly rates to include travel time, coordination, calls, meetings, set up, reporting, and correspondence in half-hour increments rounded up to the nearest half-hour (and count towards minimum hourly requirements). Invoices will run monthly based on work authorized and completed within previous month with NET 45 terms (can be adjusted if necessary for San Leanna Village terms).

Our team appreciates the opportunity to assist with this effort and looks forward to being a future resource for your team. We are happy to interview or provide a presentation if requested. If you have any additional questions or concerns, please let me know.

Thank you,

Justin R. Krobot, PMP, BCMA
Operations Manager | Tree Mann Solutions | (210) 428-9341
ISA Board Certified Master Arborist TX-3937B
Tree Risk Assessment Qualified | TX Oak Wilt Qualified – 167
TDA Licensed Pesticide Applicator # 0608187 3A, 5, 6

ATTACHMENTS:

- Certificate of Insurance
- RFP Document
- San Leanna Tree Ordinance, Tree Care Information, and Tree Trimming Permit Form



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/05/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Program Insurance Group / 4D Ins 3609 Williams Dr Suite 101 Georgetown TX 78628-	CONTACT NAME: Amy Young PHONE (A/C, No., Ext): (512)930-3239 E-MAIL ADDRESS: amy@pibcs.com FAX (A/C, No.): (512)869-2418
	INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company INSURER B: Progressive Casualty Insurance Company INSURER C: Texas Mutual Insurance Company INSURER D: United States Liability Insurance Co. INSURER E: INSURER F:
INSURED Tree Mann Solutions LLC 2812 Wooden Tower Pflugerville TX 78660-	NAIC # 35378 24260 22945 43435

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			3AA511789	10/09/2021	11/09/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			02775605-1	10/09/2021	10/09/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			EZXS3061825	10/09/2021	10/09/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	0002053666	10/10/2021	10/10/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			SP1572523B	01/17/2022	01/17/2023	Each Claim \$1,000,000 Annual Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Mark Mann, Managing Member, is excluded from the Workers' Compensation policy.

CERTIFICATE HOLDER **CANCELLATION** AI 032065

For Information Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Green Survival Group

Specialist in scientific tree and plant remediation



Dane D Avery, Consulting Arborist

83 Crossroads Drive

Dale, Texas 78616

512-913-3442

Village of San Leanna
Council for Environmental Quality

PO Box 1107

Manchaca, Texas. 78652

Consultant and Monitoring Services for: Tree Care Program for 2022/2023

1. Review & Evaluation of trees in San Leanna's Public Urban Forest.
 - A) Recommendations for tree care and conditions of the Public Trees.
 - B) Coordination of proposals, bids, and/or prescribed tree work.
 - C) Inspection of construction work-orders involving and /or effecting trees.
 - D) Technical Assistance as an advisor to council or councils' appointed representative.
2. Monthly Review for the Village of San Leanna, San Leanna Park Subdivision and all recorded public right of ways (ROW) areas within the city limits.

CONTRACT STARTING DATE:

October 1, 2022

ENDING DATE:

September 30, 2023

Arborist will commit a minimum of 6 hours per month to project services listed above.

*Arborist will submit a monthly log of work completed and time spent reviewing and evaluating trees in the Village of San Leanna and **attach a monthly billing statements for payment at...\$1, 200.00 per month.***

TOTAL ANNUAL CONTRACT [\$1,200.00 per month X 12 months =] **\$14,400.00**

3. Extra Work: *charges for service: @ 1/2 hour rate of \$50.00 // \$100.00 per hour.*

- a) Any additional hours Arborist elects to charge to the client will be submitted in writing for client approval (Mayor, City Administrator or Environmental Commissioner) prior to any work being preformed.
- b) Arborist can charge the client for one initial consultation fee per new property owner at a rate of \$50.00.
- c) Arborist may elect to increase his hours to the project at no charge to client.
- d) This contract may be terminated by either party with a 90 day written notice.

Note: If Arborist contract is terminated, Arborist respectfully request that he be compensated for any and all hours generated into the project.
- e) Arborist will furnish reports specifying extra work performed.

APPROVAL OF CLIENT

DANE D AVERY, Consulting Arborist
GREEN SURVIVAL GROUP

Title _____

DATE



OFFICIAL PROCLAMATION

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to 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 be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing 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, I, Molly Quirk, Mayor of the Village of San Leanna, do hereby proclaim {insert date} as ARBOR DAY in the Village of San Leanna, and I urge all citizens to celebrate Arbor Day and to support the efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 17th day of November, 2022

Mayor _____

**VILLAGE OF SAN LEANNA
GENERAL FUND REPORT
10-1-2022 -- 10-31-2022**

REVENUES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>BUDGET</u>
101	PROPERTY TAXES	\$0.00	\$0.00	\$0.00	\$235,000.00	\$235,000.00
102	FRANCHISE TAXES	\$42.42	\$0.00	\$42.42	\$14,957.58	\$15,000.00
103	INTEREST	\$1,483.42	\$0.00	\$1,483.42	\$16.58	\$1,500.00
104	BUILDING PERMITS	\$740.00	\$0.00	\$740.00	\$4,260.00	\$5,000.00
106	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
109	TRANSFER FROM SAVINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>		\$2,265.84	\$0.00	\$2,265.84	\$254,334.16	\$256,600.00

EXPENSES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>BUDGET</u>
112	ROAD MAINTENANCE	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
113	CITY ADMINISTRATOR	\$3,388.44	\$0.00	\$3,388.44	\$37,421.56	\$40,810.00
114	TML INSURANCE	\$848.25	\$0.00	\$848.25	\$2,751.75	\$3,600.00
115	LEGAL	\$139.50	\$0.00	\$139.50	\$4,860.50	\$5,000.00
116	TAXES	\$441.27	\$0.00	\$441.27	\$5,758.73	\$6,200.00
117	ENVIRONMENTAL MAINTENANCE	\$500.00	\$0.00	\$500.00	\$29,500.00	\$30,000.00
118	PUBLIC INFORMATION	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00
119	AUDIT	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
120	SECURITY LIGHTS	\$247.83	\$0.00	\$247.83	\$2,952.17	\$3,200.00
121	OFFICE EXPENSES	\$2,214.25	\$0.00	\$2,214.25	\$4,785.75	\$7,000.00
122	ORG. MEMBERSHIP DUES	\$702.40	\$0.00	\$702.40	\$297.60	\$1,000.00
123	APPRAISALS	\$11.00	\$0.00	\$11.00	\$889.00	\$900.00
124	BUILDING INSPECTIONS	\$165.00	\$0.00	\$165.00	\$4,835.00	\$5,000.00
125	MISCELLANEOUS	\$275.00	\$0.00	\$275.00	\$725.00	\$1,000.00
126	ARBORIST	\$0.00	\$0.00	\$0.00	\$13,000.00	\$13,000.00
128	COUNCIL EXPENSES	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
129	PUBLIC AFFAIRS	\$368.40	\$0.00	\$368.40	\$2,631.60	\$3,000.00
130	COMMUNITY CENTER	\$2,325.61	\$0.00	\$2,325.61	\$2,674.39	\$5,000.00
131	ENGINEER	\$280.00	\$0.00	\$280.00	\$1,220.00	\$1,500.00
132	FLOOD PREVENTION	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
133	EMPLOYEE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00
134	HEALTH DEPT. CONTRACT	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
135	PUBLIC SAFETY	\$683.39	\$0.00	\$683.39	\$816.61	\$1,500.00
136	ADVISOR	\$927.13	\$0.00	\$927.13	\$11,072.87	\$12,000.00
137	EMPLOYEE BENEFIT STIPEND	\$250.00	\$0.00	\$250.00	\$2,750.00	\$3,000.00
<u>TOTALS:</u>		\$13,767.47	\$0.00	\$13,767.47	\$237,542.53	\$251,310.00

**VILLAGE OF SAN LEANNA
WATER FUND REPORT
10-1-2022 -- 10-31-2022**

REVENUES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>BUDGET</u>
201	WATER BILLING	\$7,985.92	\$0.00	\$7,985.92	\$117,014.08	\$125,000.00
202	WATER TAP FEES	\$0.00	\$0.00	\$0.00	\$9,600.00	\$9,600.00
203	METER DEP/CONNECT FEES		\$0.00	\$0.00	\$1,000.00	\$1,000.00
204	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
205	TRANSFER FROM RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$1,325.00
<u>TOTALS:</u>		\$7,985.92	\$0.00	\$7,985.92	\$127,714.08	\$137,025.00

EXPENSES:

<u>ACCOUNT</u>	<u>ACCOUNT NAME</u>	<u>CURRENT MONTH</u>	<u>YTD. BEG. CURRENT MO</u>	<u>YTD. END OF CURRENT MO</u>	<u>DIFFERENCE</u>	<u>BUDGET</u>
210	WATER OPERATOR	\$2,750.00	\$0.00	\$2,750.00	\$30,250.00	\$33,000.00
211	DISTRICT FEES	\$0.00	\$0.00	\$0.00	\$6,200.00	\$6,200.00
212	MAINTENANCE/REPAIR	\$40.00	\$0.00	\$40.00	\$29,960.00	\$30,000.00
213	ELECTRICITY	\$878.45	\$0.00	\$878.45	\$8,121.55	\$9,000.00
214	BOOKKEEPER	\$1,694.23	\$0.00	\$1,694.23	\$18,710.77	\$20,405.00
215	BILLING SUPPLIES	\$986.13	\$0.00	\$986.13	\$1,213.87	\$2,200.00
216	METER READER	\$160.00	\$0.00	\$160.00	\$1,760.00	\$1,920.00
217	METER REFUNDS	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
218	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
220	CITY OF AUSTIN CONTRACT	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,200.00
221	CITY OF AUSTIN WATER	\$1,928.33	\$0.00	\$1,928.33	\$23,071.67	\$25,000.00
222	ASSISTANT WATER OPERATOR	\$250.00	\$0.00	\$250.00	\$2,750.00	\$3,000.00
<u>TOTALS:</u>		\$8,687.14	\$0.00	\$8,687.14	\$128,337.86	\$137,025.00

CHECKING ACCOUNT BALANCE:

BEGINNING BALANCE	\$88,997.18	\$99,248.94
TOTAL REVENUES	\$10,251.76	
TRANSFER-TEXPOOL	\$0.00	
TOTAL EXPENSES	\$22,454.61	
ROAD FUND EXPENSE	\$266.78	
CLFRF EXPENSES	\$18,000.00	
TRANSFER-TEXPOOL	\$0.00	
INTEREST RET-TEXPOOL	\$1,483.42	\$42,204.79
ENDING BALANCE		\$57,044.15

TEXPOOL BALANCE:

BEGINNING BALANCE	\$595,387.46
DEPOSITS	\$0.00
INTEREST	\$1,483.42
TOTAL	\$596,870.88
WITHDRAWALS	\$0.00

CHECKBOOK BALANCE

\$57,044.15

ENDING BALANCE

\$596,870.88

**VILLAGE OF SAN LEANNA
FINANCIAL REPORT
10-1-2022 -- 10-31-2022**

ROAD IMPROVEMENT FUND - 2017-2021

<u>REVENUES</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 22-23</u>
301 CAPITAL METRO - BTC FUNDING 2021	\$0.00	\$0.00	\$0.00	\$0.00
302 TRANSFER - CAPITAL METRO - RESERVED	\$0.00	\$0.00	\$42,040.00	\$42,040.00
303 CAPMETRO - BTC - PROJECT REIMBURSEMENT	\$0.00	\$0.00	\$42,000.00	\$42,000.00
304 TRANSFER - ROAD PROJECT RESERVED F	\$0.00	\$0.00	\$140,000.00	\$140,000.00
	\$0.00	\$0.00	\$105,960.00	\$105,960.00
<u>TOTALS:</u>	\$0.00	\$0.00	\$330,000.00	\$330,000.00
<u>EXPENSES</u>				
310 ROAD IMPROVEMENT - OLD MANHACARA R	\$0.00	\$0.00	\$310,000.00	\$310,000.00
311 ENGINEERING - MISC	\$266.76	\$266.76	\$19,733.24	\$20,000.00
<u>TOTALS:</u>	\$266.76	\$266.76	\$329,733.24	\$330,000.00

ROAD IMPROVEMENT FUND 2022

<u>REVENUES</u>				<u>BUDGET 22-23</u>
301-22 CAPITAL METRO - BTC FUNDING 2022	\$0.00	\$0.00	\$51,981.00	\$51,981.00
302-22 TRANSFER - CAPITAL METRO - RESERVED	\$0.00	\$0.00	\$0.00	\$0.00
303 CAPMETRO - BTC - PROJECT REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
304 TRANSFER - ROAD PROJECT RESERVED F	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>	\$0.00	\$0.00	\$51,981.00	\$51,981.00
<u>EXPENSES</u>				
310 ROAD IMPROVEMENT - TBD	\$0.00	\$0.00	\$0.00	\$0.00
311 MISC	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>	\$0.00	\$0.00	\$0.00	\$0.00

CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING (CLFRF) - ARPA

<u>REVENUES:</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 22-23</u>
501 CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING	\$0.00	\$0.00	\$62,813.74	\$62,813.74
502 CLFRF RESERVE FUNDING	\$0.00	\$0.00	\$37,277.54	\$37,277.54
<u>TOTALS:</u>	\$0.00	\$0.00	\$100,091.28	\$100,091.28
<u>EXPENSES:</u>				
510 WATER SYSTEM IMPROVEMENTS - NORTH WE	\$0.00	\$0.00	\$28,091.28	\$28,091.28
511 WATER SYSTEM IMPROVEMENTS - SOUTH WE	\$18,000.00	\$18,000.00	\$54,000.00	\$72,000.00
<u>TOTALS:</u>	\$18,000.00	\$18,000.00	\$82,091.28	\$100,091.28

RESERVED FUND BALANCES

<u>WATER FUND CONTINGENCY</u>	\$50,000	\$50,000
<u>ROAD FUND:</u>		
RESTRICTED CAPITAL METRO	\$42,040	\$42,040
RESERVE FOR PROJECTS	<u>\$247,960</u>	<u>\$247,960</u>
TOTAL ROAD RESERVE	\$290,000	\$290,000
<u>GENERAL FUND CONTINGENCY</u>	\$50,000	\$50,000
<u>CLFRF - ARPA FUND RESERVE</u>	\$100,340	\$100,340
CURRENT BUDGET RESERVE	\$0	\$16,168
<u>TOTAL ALL RESERVED FUNDS</u>	\$490,340	\$506,507
TOTAL TEXPOOL AND CHECKBOOK	\$684,385	\$653,915
LESS TOTAL RESERVED	<u>\$490,340</u>	<u>\$506,507</u>
<u>UNALLOCATED AVAILABLE FUNDS</u>	\$194,045	\$147,408

SAMPLE DRAFT - SHORT- TERM RENTAL ORDINANCE GUIDELINES

Short Term Rental Property definition:

- 1) a single family unit, a portion of a single family or duplex dwelling, or an accessory structure that is leased or rented for a period of less than 30 days;
- 2) more may be added at advice from legal counsel

Short Term Rental Properties do not include group homes, assisted care facilities, nursing homes, hospitals, clinics or other facilities providing medical, rehabilitation or health care.

Types of Short Term Rentals:

- 1) Type 1 – Owner lives in residence or on adjacent lot.
- 2) Type 2 – Offsite owner. Limited permits issued for Type 2 rentals.

Occupancy limitations to be set in line with Travis County Septic regulations

Example from sample ordinance: *No more than two adult guests per bedroom, plus no more than four additional adults shall be allowed in any short term rental property, and the maximum occupancy is limited to no more than twelve (12) persons. Children under the age of twelve (12) years shall not be considered as an adult.*

- a) Short term rental property shall be operated in accordance with all other Village of San Leanna Ordinances.
- b) A tenant information sheet shall be conspicuously posted in all short term rental properties, setting forth basic standards of conduct, including but not limited to:
 1. The name and telephone number of a designated contact person able to respond to renters within an hour;
 2. the maximum occupancy limit;
 3. noise restrictions and notice that failure to conform to the city's noise, parking, and littering regulations may result in police intervention and criminal prosecution;
 4. trash and solid waste collection information, including collection dates and trash container placement regulations;
 5. septic system care information; and
 6. other useful information about the surrounding community.
- c) Short term rental property must be inspected for compliance with this article upon initial first-time registration and, with the owner's or landlord's consent, may be inspected annually.
- d) No person, whether owner or landlord, may offer or allow the use of short term rental property primarily for a nonresidential use or for the sole or primary purpose as an event center or party or wedding facility.
- e) A short term rental property is a "hotel" as defined in article IV of chapter 58 of this code. No person may operate a short term rental property without remitting the required hotel occupancy taxes. The failure to account for or remit hotel occupancy taxes may, in addition to any other remedy or sanction, result in a suspension or revocation of registration.

Neighborhood Compatibility Provisions:

1. Shall cause no change in the external appearance of the existing buildings and structures on the property.
2. All vehicles used in connection shall be of a size, and located on the premises in such a manner, so that a casual observer or a person of normal sensibilities will not be able to detect any sign of the premises being used as a short term rental.
3. Subject to requirements herein, there shall be sufficient off-street parking for guests, with the number of off-street parking spaces required for the home shall be provided and maintained in addition to the space or spaces required for the dwelling itself
4. No additional parking areas shall be located in the front setback or exterior side setback.
5. There shall be no advertising devices on the property which are visible from outside the dwelling or accessory building.
6. The property shall contain no outdoor display or storage of goods or services.
7. Wholesale or retail sale of goods shall not occur on the premises.
8. Shall not create traffic or parking congestion, noise, vibration, odor, glare, fumes, or electrical or communications interference that can be detected by the normal senses off the premises, including visual or audible interference with radio or television reception.