

THE VILLAGE OF SAN LEANNA
AGENDA
Regular Board of Aldermen Public Meeting
Thursday, May 16, 2024
7:00 pm – Community Center – 11906 Sleepy Hollow Rd

A. MEETING CALLED TO ORDER

Roll call
Approval of minutes: Special B of A Meeting..... April 23, 2024

B. CITIZENS' COMMUNICATION

1. Arborist, Cahir Doherty
2. Citizen communication

C. ITEMS SCHEDULED FOR ACTION

1. Canvassing of May 4th General Election and acceptance of election return results.
2. Consideration of relevant documents related to the petition to release the Tunnel Trail roadway and right-of-way areas from FM 1626 to the south property line of the Leanna Oaks Loop Village Park (LOT 15 SAN LEANNA PARK SUBD) from the City of Austin ETJ.
3. Consideration of Municipal Services Agreement for Tunnel Trail Annexation.
4. Discussion and potential action regarding complaints of vehicles parked on private properties, outside the confines of a driveway.
5. Review and approve financial report for April 2024.

D. ITEMS FOR DISCUSSION

1. Discussion of preliminary proposals for the budget and tax rate for FY 2024-2025.

E. REPORTS AND INFORMATION

1. **Mayor's Report**..... Updates re: meetings/symposiums,
2. **Zoning Report**..... Certificates of Use:
Active Building permits:
3. **Administrative Report**... surveys/reports, complaints, admin updates, Tunnel Trail, grants
4. **Roads**..... Current road maintenance needs, road improv. projects, street signs, speed humps
5. **Public Affairs**..... newsletter, Community events
6. **Public Safety**..... Neighborhood Watch, 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

F. ADJOURNMENT TO EXECUTIVE SESSION

1. Council will meet in Executive Session to discuss personnel matters related to the hiring of a Zoning Administrator per Section 551.074 of the Open Meetings Act.

G. RESUME REGULAR SESSION

H. ITEMS SCHEDULED FOR ACTION

6. Possible action related to the Zoning Administrator position.
7. Installation of elected officials (three Alderpersons).
8. Installation of Mayor Pro Tem.

I. 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 _____ May 13, 2024

Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA
MINUTES**

Special Board of Aldermen Public Meeting
Tuesday, April 23, 2024

7:00 p.m. – Community Center – 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

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

Christa Gregg was not present.

Danny Villarreal moved to approve minutes of Regular B of A Meeting on March 21, 2024 as written; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

1. Arborist, Cahir Doherty, reported on the state of the trees in the Village, noting cases of fire blight in fruit trees in the Village. Mr. Doherty advised Council of several areas of beginning tree and brush encroachment on roads in the Village.
2. Susan Kirby addressed council to convey her support of the proposed update to the Health and Sanitation Ordinance.
3. Jim McRoberts addressed council to address lapsed maintenance on the lot west of his property on FM 1626. The property owner had received notice to mow and Mr. Roberts noted concern regarding the property owner's lack of Ordinance compliance.
4. Ed McDonough addressed council regarding several Zoning violations observed at 11903 Sleepy Hollow Rd.

C. ITEMS SCHEDULED FOR ACTION

1. Mayor Quirk read aloud a proclamation honoring Mayor John F. Linton on his 85th birthday. Helen Rockenbaugh moved to formally recognize the proclamation; Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.
2. Council discussed the proposed update to Village of San Leanna Health and Sanitation Ordinance requiring homeowner maintenance to the edge of the road, deciding on a grass and weed height restriction of 15" with the exception of wildflowers. Helen Rockenbaugh moved to adopt the proposed update to Village of San Leanna Health and Sanitation Ordinance; Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.
3. Helen Rockenbaugh moved to approve legal counsel to draft of an ordinance for consideration, adopting building code IRC 2021 and prohibiting habitation in structures without appropriate utilities; Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.
4. Council discussed options for water rates and fees associated advanced levels of Drought Status in the Village of San Leanna. Rebecca Howe noted that a full policy would follow outlining

the violations and procedures in detail. Danny Villarreal moved to adopt the fee tables for UDCP Drought Restriction violations as presented; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

5. Rebecca Howe presented information regarding private properties in violation of the Health and Sanitation Ordinance due to grass and weed height. Danny Villarreal moved to authorize the issuance of 7-day final notices to mow and remediation of the weeds in the event of noncompliance; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.
6. Rebecca Howe presented a proposed upgrade to the water billing, forms, and accounting software used by the Village of San Leanna. Softline UBMax, the water billing software used by the Village, was purchased by a company named gWorks which offers a cloud-based platform integrating billing, permits, accounting, and a resident portal into one interface. The cloud-based suite was reportedly ARPA fund eligible and, while it was slightly more expensive than current softwares, Ms. Howe reported that it offered many perks frequently requested by residents, such as credit card autopay and mobile compatibility. Helen Rockenbaugh moved to approve the upgrade to the gWorks cloud-based software suite; Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.
7. Rebecca Howe presented a quote from Austin Home Masters in the amount of \$13,230 for the re-siding and painting of both water system sheds at the Sunset Well Facility. The quote was under the allotted budget line in the ARPA Grant Fund. Helen Rockenbaugh moved to approve the quote as presented; Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.
8. Council discussed timelines for encumbrment and use of ARPA Grant Funds. Rebecca Howe reported that the Village of San Leanna's remaining funding needed to be allocated or encumbered by projects in 2024 and spent by 2026, with the annual report filing deadline of April 30, 2024. Helen Rockenbaugh moved to encumber ARPA funds for the shed and software upgrade projects, noting that any funds left over (approximately \$800) would be allocated to water system improvement expenses. Mary Wright seconded; motion carried with a vote of 4 in favor – 0 opposed.
9. Helen Rockenbaugh moved approve the amended budget for FY 2023-2024 as presented, by Resolution 24-002; Danny Villarreal seconded; motion carried with a vote of 4 in favor – 0 opposed.
10. Danny Villarreal moved to approve financial report for March 2024; Helen Rockenbaugh seconded; motion carried with a vote of 4 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

E. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported her meeting with CapMetro regarding Small City Services and reckless driving by delivery trucks in the Village.

Rebecca Howe reported three newly issued permits for plumbing replacement on Hacienda, a new build on Sleepy Hollow Rd, and an accessory building on River Oaks.

2. Administrative: Rebecca Howe reported that Early Voting would be happening for the remainder of the week as well as the following Monday and Tuesday, and that the annexation of Tunnel Trail was moving along with a new contact from the Travis County Attorney's Office. Ms. Howe reported that Ardurra had submitted a grant application with the Texas Water Development Board on the Village's behalf and that preliminary tax appraisal totals showed a substantial increase in values.
3. Roads: Danny Villarreal reported on the state of Village roads noting some new cracks on Old Manchaca Rd and Indian Tree Trail and an instance of a trailer scraping a few speedbumps in the Village. Mr. Villarreal reported that Alpha Paving would be quoting for crack and pothole sealing and that reflective stickers had been applied to the road closure gate on San Leanna Dr.

Council discussed issues with venue traffic from Chappell Lodge and speedbumps and speedbump alternations requested in the Village.

4. Environmental: Helen Rockenbaugh reported that the Village had been awarded Tree City USA status, the trees at the park had been mulched, and the cemetery had mowed the right-of-way. Mrs. Rockenbaugh reported impervious cover information gathered by Tree Committee member, Elizabeth Hinson.
5. Public Affairs: Mary Wright reported on a very successful Garden Event, plans for the 4th of July Parade, and a May Bingo event. The Fire Department would be holding an event on May 4, 2024.
6. Public Safety: Christa Gregg was not present. Council discussed a disturbance on Indian Tree Trail and coyotes.
7. Water: Marcos Campos reported on the drought status and the status of the water system. The Aquifer District was in Stage 3 Critical Drought Status with a mandatory 30% conservation period. Marcos Campos reported that the water system was running smoothly but did not have current well readings available. The burn ban was in not effect.

F. ADJOURNMENT TO EXECUTIVE SESSION

1. Council met in Executive Session to discuss personnel matters related to the hiring of a Meter Reader and Zoning Administrator per Section 551.074 of the Open Meetings Act.

G. RESUME REGULAR SESSION

H. ITEMS SCHEDULED FOR ACTION

Helen Rockenbaugh moved to

11. request cover letters from Zoning Administration candidates, close the application window May 10, 2024, and establish a committee for conducting interviews, consisting of Marcos Campos, Helen Rockenbaugh, and Linda Barrett, and
12. to authorize the City Administrator, Rebecca Howe, to gather applications and hire a Meter Reader at the budgeted rate of \$160 per month;

Marcos Campos seconded; motion carried with a vote of 4 in favor – 0 opposed.

I. ADJOURNMENT

Danny Villarreal moved to adjourn the meeting; Marcos Campos seconded; meeting adjourned at 9:21 pm.

RESOLUTION NO. 24-003

VILLAGE OF SAN LEANNA

A RESOLUTION OF THE VILLAGE OF SAN LEANNA, TEXAS REQUESTING THE CITY OF AUSTIN FOR AN ADJUSTMENT OF ITS EXTRATERRITORIAL JURISDICTION BY RELEASE OF **XXX ACRES, MORE OR LESS, OF TUNNEL TRAIL AND THE SURROUNDING RIGHT-OF-WAY IN ORDER THAT THE VILLAGE OF SAN LEANNA MAY ANNEX THAT TERRITORY AND PROVIDE MAINTENANCE SERVICES**

WHEREAS, there is located adjacent to and abutting the corporate limits of the Village of San Leanna, Texas, but within the Extraterritorial Jurisdiction (“ETJ”) of the City of Austin, Texas, a tract of **XXX** acres, more or less, consisting of a portion of the north to south running roadway and its surrounding right-of-way called Tunnel Trail (“Tunnel Trail”); and

WHEREAS, the owners and occupants along Tunnel Trail are currently providing road, vegetation, and stormwater maintenance services to Tunnel Trail at their own expense; and

WHEREAS, the City Council of the Village has ascertained that the City of Austin and Travis County have no current plans to provide road, vegetation, and stormwater maintenance services to Tunnel Trail; and

WHEREAS, the Village is prepared to provide road, vegetation, and stormwater maintenance services to Tunnel Trail per the Services Agreement attached as Exhibit “B” (“Services Agreement”); and

WHEREAS, the owners of properties along Tunnel Trail have submitted a request to the Village of San Leanna for road annexation by the Village if it is agreeable to the City of Austin; and

WHEREAS, the City Council of the Village of San Leanna is of the opinion that annexation and providing of road, vegetation, and stormwater maintenance services to Tunnel Trail will allow the Village to share in economic growth of the region, will enhance environmental quality on Tunnel Trail, and will relieve the residents of Tunnel Trail of the hardship of funding maintenance services; and

WHEREAS, the City Council of the Village is willing to initiate annexation procedures and provide road, vegetation, and stormwater maintenance services to Tunnel Trail per the Services Agreement if the City of Austin is willing to release Tunnel Trail from its ETJ;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE VILLAGE OF SAN LEANNA THAT:

The foregoing recitals are approved and adopted for all purposes; and

The Mayor of the Village of San Leanna is hereby directed to submit to the City of Austin, by copy of this resolution and other documentation required by the ETJ Policies and Procedures of the City of Austin, a request that the area known herein as Tunnel Trail, and depicted more fully in the attached Exhibit "A" which is incorporated herein for all purposes, be released by the City of Austin from its ETJ; and

The Village Attorney, Village Administrator, and other officials and employees of the Village are directed to cooperate with the City of Austin and Travis County in order to provide all necessary documentation and information to allow the City of Austin to consider and act on the Village's request for release of Tunnel Trail from the City's ETJ, and in the event of such release, to take such action as is legally required in order for the Village of San Leanna to annex Tunnel Trail and to provide road, vegetation, and stormwater maintenance services on Tunnel Trail as outlined in the Services Agreement.

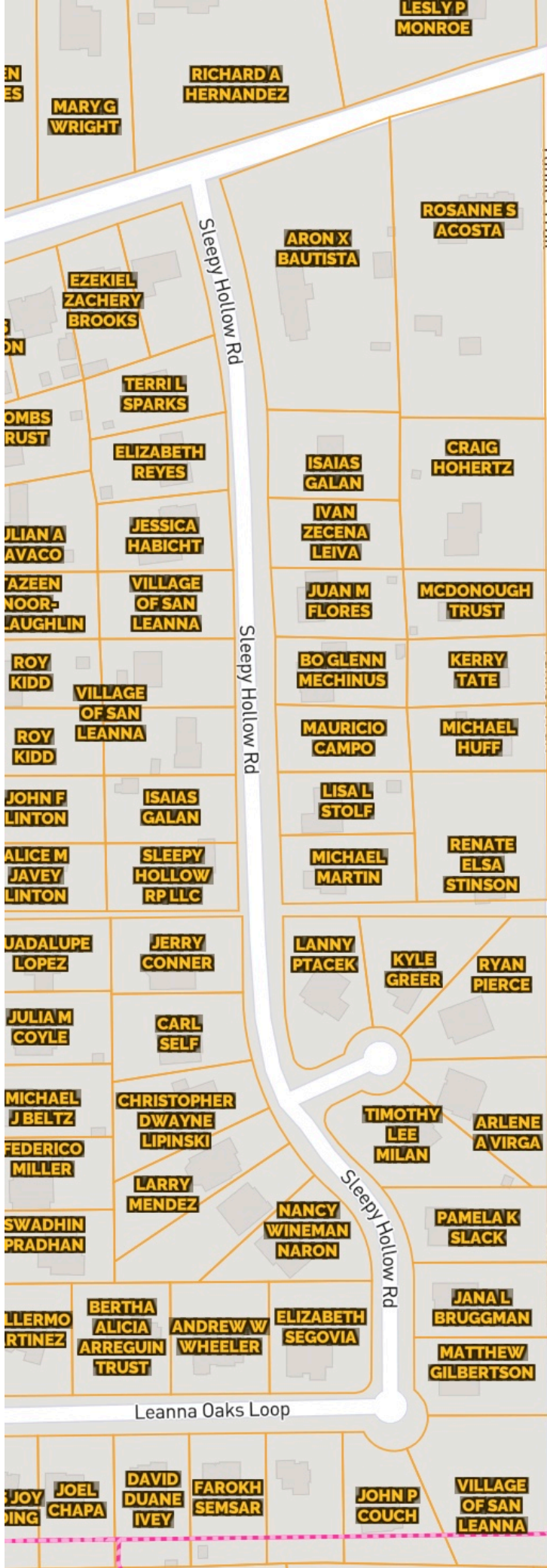
Adopted the 16th day of May, 2024.

Molly Quirk, Mayor
Village of San Leanna

Attest:

Rebecca Howe
Village Administrator

Option A
~ 1 acre
Ending at City Limit





Option B
 ~ 1.6 acre
 Ending at City Limit
 - Full Width

**JBPTUNNEL
 TRAIL
 LIMITED
 LIABILITY
 COMPANY**



Option C
 ~ 1.1 acre
 Ending at Lot Boundary

JBP TUNNEL
 TRAIL
 LIMITED
 LIABILITY
 COMPANY

TUNNEL TRAIL ANNEXATION - MUNICIPAL SERVICE PLAN

VEGETATION

Existing Services: None

Services to be Provided: Maintenance of public trees and vegetation on Tunnel Trail will be provided by the Village upon the effective date of the annexation. This service can be provided within the current budget appropriation and will be provided in adherence to Ordinance No. 23-002 (Tree Ordinance) and Ordinance No. 24-003 (Public Health, Sanitation, and Vegetation Maintenance Ordinance).

HEALTH DEPARTMENT- HEALTH CODE ENFORCEMENT SERVICE

Existing Services: None

Services to be Provided: The Village of San Leanna - Austin Public Health Department Interlocal Agreement will cover implementation of the enforcement of the Village of San Leanna's health ordinances and regulations on the effective date of the annexation. Such services can be provided within the current budget appropriation.

STREET

Existing Services: None

Services to be Provided: Maintenance to the street facilities to current standards will be provided by the Village upon the effective date of the annexation. This service can be provided within the current budget appropriation. Council may consider additional improvements to Tunnel Trail, including alternative road materials.

STORM WATER MANAGEMENT

Existing Services: None

Services to be Provided: The Village will maintain existing drainage culverts and ditches on public property, as needed. Property owners will provide storm water drainage at their own expense when installing new driveways or openings to Tunnel Trail and will be subject to plan review through Village Ordinance No. 19-001 ("Driveway Ordinance"). Council may consider additional improvements to drainage on Tunnel Trail.

STREET LIGHTING

Existing Services: None

Services to be Provided: The Village of San Leanna will consider and coordinate any request for improved street lighting with the local electric provider in accordance with standard policy.

MISCELLANEOUS

All other applicable municipal services will be provided to the area in accordance with the Village of San Leanna's established policies governing extension of municipal services to newly annexed areas.

Parking Regulations

Zoning 13-001

SECTION 23. MISCELLANEOUS PROVISIONS

(C) DRIVEWAYS:

- (1) Require no permit; HOWEVER, an expansion joint must be added at the front property line for drainage, water, road, and/or utility work;
- (2) Must be at least ten (10) feet from the side and/or rear property line.

(M) PARKING:

- (1) parking is prohibited on Village streets and in the Village Right-of-Way except for social events, and for a period no longer than 48 consecutive hours;
- (2) parking is prohibited at all times within fifteen (15) feet of a fire hydrant, in accordance with Texas state law; and
- (3) parking a vehicle displayed for sale on Village property is prohibited at all times, with the exception of Village Right-of-Way adjacent to vehicle owner's private property.

Tax Rate Worksheet Information (numbering based on form 50-856)

1	2023 total taxable value	\$110,161,365
2	2023 tax ceiling	\$ 0
4	2023 total adopted tax rate	.249800
5	2023 taxable value lost because of court appeals of ARB decisions reduced 2023 ARB values	
5A	Original 2023 ARB Value	
5B	2023 values resulting from final court decisions	
6	2023 taxable value subject to an appeal under Chapter 42	
6A	2023 ARB certified value	
6B	2023 disputed value	
9	2023 taxable value of property in territory the taxing unit de-annexed after Jan 1, 2023	
10	2023 taxable value lost because a property first qualified for exemption in 2024	
10A	Absolute exemptions	\$200,000
10B	Partial exemptions and amount exempt due to an increased exemption	\$25,000
11	2023 taxable value lost because a property first qualified for agricultural appraisal in 2024	
11A	2023 market value	
11B	2024 productivity value	
18	Total 2024 taxable value on certified appraisal roll today	
18A	Certified taxable	\$119,619,673
18C	Pollution control and energy storage systems exemptions	
18D	Tax increment financing	
19	Total value of properties under protest or not on certified roll	
19A	2024 taxable value of properties under protest	
19B	2024 value of properties not under protest or included in certified appraisal	
20	2024 tax ceiling	\$ 0
22	Total 2023 taxable value of properties in territory annexed after Jan 1, 2023	\$ 0
23	Total 2024 taxable value of new improvements and new personal property located in new improvements	\$2,215,347

Notice of Public Hearing – Budget/Tax Rate Information

2023 Average appraised value of properties with a homestead exemption	\$668,426
2023 Total appraised value of all property	\$162,771,356
2023 Total appraised value of all new property	\$1,080,908
2023 Average taxable value of properties with a homestead exemption	\$425,399
2023 Total taxable value of all property	\$110,161,365
2023 Total taxable value of all new property	\$1,080,806
2024 Average appraised value of properties with a homestead exemption	\$786,411
2024 Total appraised value of all property	\$192,453,748
2024 Total appraised value of all new property	\$2,215,347
2024 Average taxable value of properties with a homestead exemption	\$467,996
2024 Total taxable value of all property	\$119,619,673

	NOT UNDER REVIEW	UNDER REVIEW	TOTAL
REAL PROPERTY & MFT HOMES	(Count) (287)	(Count) (0)	(Count) (287)
Land HS Value	52,380,798	0	52,380,798
Land NHS Value	9,055,929	0	9,055,929
Land Ag Market Value	0	0	0
Land Timber Market Value	0	0	0
Total Land Value	61,436,727	0	61,436,727
Improvement HS Value	127,435,998	0	127,435,998
Improvement NHS Value	2,788,062	0	2,788,062
Total Improvement	130,224,060	0	130,224,060
Market Value	191,660,787	0	191,660,787
BUSINESS PERSONAL PROPERTY	(10)	(0)	(10)
Market Value	792,961	0	792,961
OIL & GAS / MINERALS	(0)	(0)	(0)
Market Value	0	0	0
OTHER (Intangibles)	(0)	(0)	(0)
Market Value	0	0	0
	(Total Count) (297)	(Total Count) (0)	(Total Count) (297)
TOTAL MARKET	192,453,748	0	192,453,748
Ag Productivity	0	0	0
Ag Loss (-)	0	0	0
Timber Productivity	0	0	0
Timber Loss (-)	0	0	0
APPRAISED VALUE	192,453,748	0	192,453,748
	100.0%	0.0%	100.0%
HS CAP Limitation Value (-)	59,615,457	0	59,615,457
CB CAP Limitation Value (-)	1,100,299	0	1,100,299
NET APPRAISED VALUE	131,737,992	0	131,737,992
Total Exemption Amount	6,709,974	0	6,709,974
NET TAXABLE	125,028,018	0	125,028,018
TAX LIMIT/FREEZE ADJUSTMENT	0	0	0
LIMIT ADJ TAXABLE (I&S)	125,028,018	0	125,028,018
CHAPTER 313 ADJUSTMENT	0	0	0
LIMIT ADJ TAXABLE (M&O)	125,028,018	0	125,028,018

APPROX TOTAL LEVY = NET TAXABLE * (TAX RATE / 100)
 \$312,319.99 = 125,028,018 * 0.249800 / 100)