

THE VILLAGE OF SAN LEANNA
AGENDA
Regular Board of Aldermen Public Meeting
Thursday, June 20, 2024
7:00 pm – Community Center – 11906 Sleepy Hollow Rd

A. MEETING CALLED TO ORDER

Roll call

Approval of minutes: Regular B of A Meeting..... May 16, 2024

B. CITIZENS' COMMUNICATION

1. Arborist, Cahir Doherty
2. Citizen communication

C. ITEMS SCHEDULED FOR ACTION

1. Discussion with potential action to draft a proposed special use permit for a monthly Farmer's Market event at 11915 Bluebonnet Ln.
2. Consideration to adopt Building Code Ordinance No. 24-004.
3. Discussion and potential action regarding overgrown drainage pipes and culverts.
4. Consideration of community events to be held at the Community Center.
5. Consideration of adoption of amended budget for FY 2023-2024, by Resolution 24-003.
6. Review and approve financial report for May 2024.

D. ITEMS FOR DISCUSSION

1. Discussion of plans and proposals for the FY 24-25 budget cycle.

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

**** 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 _____ June 17, 2024

Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA
MINUTES**

Regular Board of Aldermen Public Meeting
Thursday, May 16, 2024

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

A. MEETING CALLED TO ORDER

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

Helen Rockenbaugh moved to approve minutes of Special B of A Meeting on April 23, 2024 as written; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

1. Arborist, Cahir Doherty, reported on the state of the trees in the Village. Mr. Doherty advised Council that the Tree Ordinance could be updated to protect large oak trees in the village from removal.
2. Marcos Campos addressed council recommending that more substantial effort be made to notify residents when work is scheduled in the right of way abutting their property lines.

C. ITEMS SCHEDULED FOR ACTION

1. Mayor Quirk thanked all of the volunteers in the May 4th General Election and reported on the election results. Mayor Quirk reported that 58 votes were cast including one provisional ballot that was not counted. The results were as follows: for the alderperson positions, Matthew Dale received 22 votes, Danny Villarreal received 53 votes, Jonathan W. Fein received 41 votes, and Helen Rockenbaugh received 47 votes.

Danny Villarreal moved to accept the election results as read by Mayor Quirk, with Danny Villarreal, Jonathan W. Fein, and Helen Rockenbaugh being elected to the Board of Aldermen; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.

2. Council discussed the proposed 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 from the City of Austin ETJ. Danny Villarreal moved to approve that the petition be sent to the City of Austin; Marcos Campos seconded; motion carried with a vote of 5 in favor – 0 opposed.
3. Council discussed the proposed Municipal Services Agreement for Tunnel Trail Annexation. Christa Gregg moved to adopt the Municipal Services Agreement for Tunnel Trail Annexation; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.
4. Council discussed complaints of vehicles parked on private properties, outside the confines of a driveway. Rebecca Howe reported that the previous version of the Zoning Ordinance had prohibited parking outside of the confines of a driveway, but the regulation had been removed in the latest update for unknown reasons. Christa Gregg moved to have parking restrictions included in the upcoming Zoning Ordinance update to be considered by the Zoning

Commission and Board of Aldermen; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

5. Danny Villarreal moved to table the financial report for April 2024 until the June meeting; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

1. Rebecca Howe briefly presented information about the budget and tax rate timeline for FY 2024-2025 and requested that Council members begin to look at projects and associated costs to present in the budget.

E. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported on a quiet month, noting that research had confirmed the Capital Metro sales tax funding numbers.

Rebecca Howe reported no change in the three recently 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 onboarding for gWorks had begun, and the water shed renovation was delayed but due to be completed with in the week. Ms. Howe also reported on plans for the summer newsletter which includes the Consumer Confidence Report for the water system.
3. Roads: Danny Villarreal reported on the state of Village roads noting several issues that were being examined and included in upcoming quotes.
4. Public Affairs: Mary Wright reported on an upcoming May Bingo event and plans for the Garden Club to tour the Dowell Ranch and meet with the Texas Forest Service. The 4th of July Parade was scheduled for 10:30 am with hotdogs to follow.
5. 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.
6. Public Safety: Christa Gregg reported on a few incidents on Hacienda Dr and loose dogs, asking that people always report any suspicious activity. National Night Out would be at the beginning of October
7. Water: Marcos Campos reported on the drought status and the status of the water system. The Aquifer District was in Stage 2 Alarm Drought Status with a mandatory 20% conservation period. Marcos Campos reported that the water system was running smoothly but that well levels had fallen 9.5 ft. since the previous month, to a level of 121.8 ft. The burn ban was in not effect.

A new well meter had been installed on the South Well.

F. ADJOURNMENT TO EXECUTIVE SESSION

1. Council met 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. Mayor Quirk thanked the candidates for the Zoning Administrator position noting that the selection process was very difficult. Marcos Campos moved to offer the position of Zoning Administrator to Claire Dunn at the rate of \$1000 per month for 40 hours of work at \$25 per hour as provided for in the adopted budget; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.
7. City Administrator, Rebecca Howe, read the Statement of Elected Officials and the Oath of Office for the instatement of Danny Villarreal, Jonathan W. Fein, and Helen Rockenbaugh as Alderpersons. Danny Villarreal, Jonathan W. Fein, and Helen Rockenbaugh affirmed and signed both the Statement of Elected Officials and the Oath of Office.
8. Helen Rockenbaugh moved to appoint Danny Villarreal as Mayor Pro Tem; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.

Danny Villarreal was installed as Mayor Pro Tem.

I. ADJOURNMENT

Danny Villarreal moved to adjourn the meeting; Jonathan Fein seconded; meeting adjourned at 8:38 pm.

ORDINANCE NO. 24-004

AN ORDINANCE OF THE VILLAGE OF SAN LEANNA, TEXAS, ADOPTING THE 2021 EDITION OF THE INTERNATIONAL BUILDING CODE AND LOCAL AMENDMENTS; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING AMENDMENTS; PROVIDING A MAXIMUM PENALTY OF TWO THOUSAND DOLLARS (\$2,000.00), FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED UPON EACH DAY OR PART OF A DAY DURING ON OR WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS/REPEALING CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Village of San Leanna, Texas (the “Village”) is a Type “B” General Law city acting under Chapter 7 of the Texas Local Government Code; and

WHEREAS, the International Building Code has been updated to provide for new standards and requirements in terms of performance and nationally accepted standards;

WHEREAS, Village staff has reviewed the 2021 International Building Code and has determined that the updates to the 2021 Code and the proposed Local Amendments promulgated by the North Central Texas Council of Governments would be beneficial to the Village and therefore recommends adoption of the 2021 edition of the International Building Code and Local Amendments; and

WHEREAS, the Board of Aldermen of the Village (the “Board”) deems it necessary to adopt the 2021 edition of the International Building Code and its Local Amendments providing minimum standards to safeguard the health, property, and welfare of the citizens of the Village by regulating and controlling the use, occupancy, maintenance, repair, design, construction and quality of materials for buildings and structures within the Village and regulations for fire safety and prevention.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMAN OF THE VILLAGE OF SAN LEANNA, TEXAS:

SECTION 1. Incorporation of Premises.

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2. Adoption.

The Board hereby adopts the 2021 edition of the International Building, establishing minimum requirements for building systems, published by the International Code Council, being particularly the 2021 edition thereof and the whole thereof, and the same are hereby adopted and incorporated as fully as if set out at length herein. From the date on which this Ordinance shall take effect, the provisions thereof shall be controlled within the limits of the Village. A copy of the 2021 International Building Code is filed in the Office of the City Administrator.

SECTION 3. Local Amendments.

The Board further adopts all of the regional amendments to said Codes promulgated by the North Central Texas Council of Governments.

SECTION 4. Issuance of Citations by Designated Officers and Employees.

Officers and employees of the Village who have the discretionary duty to enforce a statute or ordinance may issue one or more citations to a person without a warrant whenever any such officer or employee has reasonable cause to believe that the person to be cited has committed a misdemeanor in the officer's or employee's presence which he or she has the discretionary duty to enforce, and to issue a notice to appear and to release such person on the person's written promise to appear in court.

SECTION 5. Cumulative Clause.

This Ordinance shall be cumulative of all provisions of all other ordinances and shall not repeal any of the provisions of said Ordinances except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 6. Severability Clause.

Should any section, subsection, sentence, clause, or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The Board hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 7. Penalty Clause.

Any person, firm, or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be guilty of a misdemeanor punishable by a fine not exceeding Two Thousand Dollars (\$2,000.00). Each such person, firm, or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of this Ordinance is committed, or continued, and upon conviction of any such violations such person, firm or corporation shall be punished within the limits above. In addition to the fines referenced above, if a second building safety follow-up (re-inspection) is required because the violation was not corrected from the original or first follow-up inspections, then the fees established in the **fee ordinance** shall be charged.

SECTION 8. Savings; Repealer Clause.

This Ordinance shall be cumulative of all other ordinances of the Village and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Ordinance. Provided; however, that the repeal of such

ordinances or parts of such ordinances, and the amendments and changes made by this Ordinance, shall not affect any right, property or claim which was or is vested in the Village, or any act done, or right accruing or accrued, or established, or any suit, action or proceeding had or commenced before the time when this Ordinance shall take effect; nor shall said repeals, amendments or changes affect any offense committed, or any penalty or forfeiture incurred, or any suit or prosecution pending at the time when this Ordinance shall take effect under any of the ordinances or sections thereof so repealed, amended or changed; and to that extent and for that purpose the provisions of such ordinances or parts of such ordinances shall be deemed to remain and continue in full force and effect.

SECTION 9. Publication Clause.

The City Administrator of the Village is hereby directed to publish in the official newspaper of the Village, the Caption, and effective date clause of this ordinance.

SECTION 10. Effective Date.

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

DULY PASSED AND APPROVED BY THE BOARD OF ALDERMAN OF THE VILLAGE OF SAN LEANNA, TEXAS, on this the 20th day of June 2024.

APPROVED:

Molly Quirk, Mayor

ATTEST:

Rebecca Howe, City Administrator

APPROVED AS TO FORM:

Patricia A. Adams, Village Attorney