

**THE VILLAGE OF SAN LEANNA  
AGENDA**

Regular Board of Aldermen Public Meeting & Public Hearing  
Thursday, September 16, 2021  
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.....August 19, 2021

**B. CITIZENS' COMMUNICATION**

**C. PUBLIC HEARING**

1. Presentation and discussion of proposed budget for FY 2021-2022.
2. Presentation and discussion of proposed property tax rate for FY 2021-2022.
3. Citizen comments

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

**\*\* RESUME REGULAR MEETING \*\***

**D. ITEMS SCHEDULED FOR ACTION**

1. Review and approve financial report for August 2021.
2. Adoption of budget for FY 2021-2022.
3. Adoption of property tax rate for FY 2021-2022, by record vote and Ordinance.
4. Consideration of action regarding potential violation of Zoning Ordinance No. 13-001 at 820 Indian Tree Trail, as it pertains to restrictions on home-based business.
5. Discussion and possible action pertaining to complaint of an inhabited tent in the backyard at 11909 Bluebonnet Ln, potentially constituting a Health and Sanitation Ordinance No. 01-005 and/or Zoning Ordinance No. 13-001 violation.
6. Consideration of quotes for road and drainage maintenance work in the Village.
7. Consideration of Adurra proposal for engineering services on the Old Manchaca Rd project.
8. Discussion and possible action regarding overgrown lots in the Village of San Leanna.

**E. ITEMS FOR DISCUSSION**

**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
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
8. **Environmental**..... Tree Care Program, mowing/trimming, trash/recycling, burn piles, drainage info, flood prevention

**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 \_\_\_\_\_ September 13, 2021

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Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA**  
**MINUTES**  
Regular Board of Aldermen Public Meeting  
Thursday, August 19, 2021  
7:00 p.m. – Videoconference Call

**A. MEETING CALLED TO ORDER**

Present: Molly Quirk, Helen Rockenbaugh, Christa Gregg, Charlie Burks, Danny Villarreal, Mary Wright.

Danny Villarreal moved to approve minutes of Special B of A Meeting on July 21, 2021 as written; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

**B. CITIZENS' COMMUNICATION**

**C. PUBLIC HEARING**

1. Council heard information regarding the request for a variance to Zoning Ordinance No. 13-001 allowing the placement of an accessory structure prior to the construction of the main residence at 732 and 736 River Oaks Dr. Zoning chairman, Don Nyland, reported that the Zoning Committee voted to recommend that the variance be approved, noting that the main residence was delayed due to timelines with the Travis County Septic Permitting office and that the accessory structure would adhere to all other zoning requirements.

**D. ITEMS SCHEDULED FOR ACTION**

1. Mayor Quirk resumed the regular meeting.

Helen Rockenbaugh moved to approve request for a variance to Zoning Ordinance No. 13-001 allowing the placement of an accessory structure prior to the construction of the main residence at 732 and 736 River Oaks Dr.; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

2. Council discussed a complaint regarding unauthorized tree trimming and removal at 723 River Oaks Dr. Although the council did determine that the trimming and removal did take place and was most likely a violation, legal counsel advised that a lack of documentation of the trees before removal and a lack of photographic evidence or concrete timelines of trimming would make defending a citation in court difficult. Charlie Burks moved to send a letter to the property owner at 723 River Oaks Dr. outlining regulations for oak trimming and requiring the home owner to cease removal or trimming of any trees in the Village right-of-way; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
3. Council discussed the home-based business at 820 Indian Tree Trail and determined that the reported heavy machinery and trucks disrupting the neighbors and the performance of work by non-resident employees on the property constituted a violation of Zoning Ordinance No. 13-001. Charlie Burks moved to send a second letter granting the property owners 14 days to come into compliance with the Village's Zoning Ordinance regarding home-based businesses; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

4. Danny Villarreal moved to approve renewal of Interlocal Agreement with Austin/Travis County Health & Human Services for enforcement of Village ordinances; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.
5. Council reviewed the amended budget for fiscal year 2021-2022. Charlie Burks moved to of adoption of amended budget for FY 2020-2021, by Resolution 21-003; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
6. Charlie Burks moved to approve the new quote from Alpha Paving for additional speedbumps on Chapel Ln and around Jim Payne Park; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.
7. Danny Villarreal reviewed several quotes for drainage projects and road work through DNZ Landscaping.

Danny Villarreal moved to table the Chapel Ln/Hunting Creek Ln project for engineering input; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

Dany Villarreal moved to table the River Oaks/Redbud Trl storm drain and Sunset Dr/Ridge Dr right-of-way projects to be prioritized against previously discussed drainage projects; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

Helen Rockenbaugh moved to approve the Jim Payne Park culvert clean out project; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

8. Charlie Burks moved to approve the July 2021 financial report; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.
9. Danny Villarreal moved to finalize the tax rate for FY 2021-2022 at \$0.2498 per \$100 valuation; Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

Council discussed the 2021-2022 Proposed Budget at length. Charlie Burks moved to finalize the budget for FY 2021-2022 as discussed, pending action taken after the executive session to set employee and contractor compensation; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

#### **E. ITEMS FOR DISCUSSION**

#### **F. REPORTS AND INFORMATION**

1. Mayor's Report: Mayor Quirk reported on the timeline for ARPA funding and reporting as well as the current COVID-19 pandemic stage and status. ESD-5 had cancelled the in-person Back to School event in September. Mayor Quirk also touched on funding options for infrastructure projects.

Linda Barrett reported that there were six pending new builds for the 2021-2022 fiscal year. Aside from one certificate of use at 500 River Oaks Dr, all permits statuses remained the same as the previous month.

2. Administrative: Rebecca Howe reported on the status of the Tunnel Trail annexation, Old Manchaca Road project, and that several mow notices had been mailed.
3. Roads: Danny Villarreal reported that Travis County would be fixing a couple of spots on the crack sealing and pot hole filling job.
4. Public Affairs: Helen Rockenbaugh reported the 50<sup>th</sup> anniversary party event would be cancelled due to the increase in COVID-19 cases, but she would be handing out Mandola's cookies to utilize the deposit paid to Mandola's for the event.

Rebecca Howe reported that she would be working with Helen Rockenbaugh on a newsletter to be mailed by early September.

5. Public Safety: Christa Gregg updated council on National Night Out block party plans and options for virtual and distanced events. Mrs. Gregg reported that there would be a landing page created for the event as well.
6. Water: Mary Wright reported on the drought status and the status of the water system. The Aquifer District was in Stage 1/No Drought Status with a voluntary 10% conservation period in place. The City of Austin was in Conservation Stage. Mary Wright reported that the water system was running smoothly and that well levels had fallen 4.4 ft. since the previous month, to a level of 104 ft.
7. Environmental: Charlie Burks stated that he had handled his report during budget discussions as council had discussed cleaning up the right-of-way, park improvements, and mowing.

#### **G. ADJOURNMENT TO EXECUTIVE SESSION**

1. Mayor Quirk adjourned to executive session.

Council met in Executive Session to discuss performance review, cost of living/ performance-based raises for employees and contractors, and other relevant employee matters per Section 551.074 of the Open Meetings Act.

#### **H. RESUME REGULAR MEETING**

Mayor Quirk resumed the regular meeting.

#### **I. ITEMS SCHEDULED FOR ACTION (Cont'd)**

10. Helen Rockenbaugh moved to finalize the employee and contractor compensation budget lines as follows:
  - Byron Townsend (Water Operator) at \$30,000 per year paid monthly.
  - Joseph Francis (Meter Reader) at \$1920 per year paid monthly.
  - Dane Avery (Arborist) at \$12,000 per year paid monthly plus \$1,000 extra in budget for miscellaneous expenses and consultations.
  - Linda Barrett (Zoning Administrator) at \$6,000 per year paid monthly.
  - Rebecca Howe (2/3 City Administrator, 1/3 Bookkeeper) at \$58,300 per year paid bi-monthly.
  - Rebecca Howe (Employee Benefit Stipend) at \$3000 per year paid monthly.

Charlie Burks seconded; motion carried with a vote of 5 in favor – 0 opposed.

**J. ADJOURNMENT**

Charlie Burks moved to adjourn the meeting; Christa Gregg seconded; meeting adjourned at 9:26 pm.

**VILLAGE OF SAN LEANNA**  
**GENERAL FUND REPORT**  
**8-1-2021 -- 8-31-2021**

**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>AMENDED BUDGET</u>
101	PROPERTY TAXES	\$372.11	\$179,788.24	\$180,160.35	(\$5,160.35)	\$175,000.00
102	FRANCHISE TAXES	\$1,171.91	\$12,969.12	\$14,141.03	\$858.97	\$15,000.00
103	INTEREST	\$8.98	\$193.34	\$202.32	\$297.68	\$500.00
104	BUILDING PERMITS	\$0.00	\$4,760.00	\$4,760.00	(\$760.00)	\$4,000.00
106	MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
109	TRANSFER FROM RESERVE	\$0.00	\$0.00	\$0.00	\$54,691.67	\$54,691.67
<b><u>TOTALS:</u></b>		\$1,553.00	\$197,710.70	\$199,263.70	\$50,027.97	\$249,291.67

**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	\$6,858.48	\$6,858.48	\$12,841.52	\$19,700.00
113	CITY ADMINISTRATOR	\$3,055.55	\$30,473.39	\$33,528.94	\$3,137.73	\$36,666.67
114	TML INSURANCE	\$0.00	\$2,757.00	\$2,757.00	\$43.00	\$2,800.00
115	LEGAL	\$108.50	\$1,303.43	\$1,411.93	\$1,588.07	\$3,000.00
116	TAXES	\$416.00	\$4,166.30	\$4,582.30	\$417.70	\$5,000.00
117	ENVIRONMENTAL MAINTENANCE	\$500.00	\$31,922.47	\$32,422.47	\$4,577.53	\$37,000.00
118	PUBLIC INFORMATION	\$0.00	\$142.48	\$142.48	\$657.52	\$800.00
119	AUDIT	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
120	SECURITY LIGHTS	\$251.18	\$2,487.91	\$2,739.09	\$460.91	\$3,200.00
121	OFFICE EXPENSES	\$283.40	\$3,993.58	\$4,276.98	\$423.02	\$4,700.00
122	ORG. MEMBERSHIP DUES	\$0.00	\$705.60	\$705.60	\$294.40	\$1,000.00
123	APPRAISALS	\$0.00	\$537.54	\$537.54	\$287.46	\$825.00
124	BUILDING INSPECTIONS	\$0.00	\$4,370.00	\$4,370.00	\$630.00	\$5,000.00
125	MISCELLANEOUS	\$37.00	\$232.08	\$269.08	\$730.92	\$1,000.00
126	ARBORIST	\$1,000.00	\$10,150.00	\$11,150.00	\$1,850.00	\$13,000.00
128	COUNCIL EXPENSES	\$0.00	\$48.27	\$48.27	\$51.73	\$100.00
129	PUBLIC AFFAIRS	\$0.00	\$648.09	\$648.09	\$4,351.91	\$5,000.00
130	COMMUNITY CENTER	\$69.30	\$1,133.43	\$1,202.73	\$797.27	\$2,000.00
131	ENGINEER	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
132	FLOOD PREVENTION	\$0.00	\$35,986.50	\$35,986.50	\$54,013.50	\$90,000.00
133	EMPLOYEE REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
134	HEALTH DEPT. CONTRACT	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
135	PUBLIC SAFETY	\$0.00	\$395.00	\$395.00	\$605.00	\$1,000.00
136	ADVISOR	\$650.00	\$4,483.12	\$5,133.12	\$866.88	\$6,000.00
137	EMPLOYEE BENEFIT STIPEND	\$250.00	\$2,499.99	\$2,749.99	\$250.01	\$3,000.00
<b><u>TOTALS:</u></b>		\$6,620.93	\$151,794.66	\$158,415.59	\$90,876.08	\$249,291.67

**VILLAGE OF SAN LEANNA  
WATER FUND REPORT  
8-1-2021 -- 8-31-2021**

**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	\$15,369.65	\$104,867.82	\$120,237.47	\$4,762.53	\$125,000.00
202	WATER TAP FEES	\$0.00	\$0.00	\$0.00	\$4,800.00	\$4,800.00
203	METER DEP/CONNECT FEES	\$0.00	\$1,050.00	\$1,050.00	(\$50.00)	\$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	\$0.00
<b><u>TOTALS:</u></b>		\$15,369.65	\$105,917.82	\$121,287.47	\$9,612.53	\$130,900.00

**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	\$2,224.00	\$22,240.00	\$24,464.00	\$2,224.00	\$26,688.00
211	DISTRICT FEES	\$1,420.18	\$4,462.30	\$5,882.48	\$117.52	\$6,000.00
212	MAINTENANCE/REPAIR	\$430.30	\$12,446.74	\$12,877.04	\$17,122.96	\$30,000.00
213	ELECTRICITY	\$694.10	\$6,656.79	\$7,350.89	\$949.11	\$8,300.00
214	BOOKKEEPER	\$1,527.78	\$15,236.63	\$16,764.41	\$1,568.92	\$18,333.33
215	BILLING SUPPLIES	\$72.00	\$1,477.69	\$1,549.69	\$200.31	\$1,750.00
216	METER READER	\$154.50	\$1,544.66	\$1,699.16	\$154.84	\$1,854.00
217	METER REFUNDS	\$0.00	\$600.00	\$600.00	\$400.00	\$1,000.00
218	MISCELLANEOUS	\$0.00	\$14.35	\$14.35	\$85.65	\$100.00
220	CITY OF AUSTIN CONTRACT	\$0.00	\$0.00	\$0.00	\$2,600.00	\$2,600.00
221	CITY OF AUSTIN WATER	\$1,749.45	\$16,945.38	\$18,694.83	\$6,305.17	\$25,000.00
<b>TOTALS:</b>		\$8,272.31	\$81,624.54	\$89,896.85	\$31,728.48	\$121,625.33

**CHECKING ACCOUNT BALANCE:**

BEGINNING BALANCE	<b>\$7,318.05</b>	\$58,240.70
TOTAL REVENUES	\$16,922.65	
<b>CAP METRO</b>	<b>\$14,000.00</b>	
TRANSFER-TEXPOOL	\$20,000.00	
TOTAL EXPENSES	\$14,893.24	
<b>CLFRF EXPENSES</b>	<b>\$25,536.20</b>	
TRANSFER-TEXPOOL	\$0.00	
INTEREST RET-TEXPOOL	\$8.98	\$40,438.42

**ENDING BALANCE**

**\$17,802.28**

**CHECKBOOK BALANCE**

**\$17,802.28**

**TEXPOOL BALANCE:**

BEGINNING BALANCE	\$481,070.59
DEPOSITS	\$0.00
INTEREST	\$8.98
<b>TOTAL</b>	<b>\$481,079.57</b>
WITHDRAWALS	\$20,000.00

**ENDING BALANCE**

**\$461,079.57**



**VILLAGE OF SAN LEANNA  
FINANCIAL REPORT  
8-1-2021 -- 8-31-2021**

**ROAD IMPROVEMENT FUND - 2017-2021**

<u>REVENUES</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 20-21</u>
301 CAPITAL METRO - BTC FUNDING 2021	\$14,000.00	\$14,000.00	\$0.00	\$14,000.00
302 TRANSFER - CAPITAL METRO - RESERVE	\$0.00	\$28,040.00	\$0.00	\$28,040.00
303 CAPMETRO - BTC - PROJECT REIMBURSE	\$0.00	\$0.00	\$42,000.00	\$42,000.00
304 TRANSFER - ROAD PROJECT RESERVED	\$0.00	\$140,000.00	\$0.00	\$140,000.00
<b><u>TOTALS:</u></b>	<b>\$14,000.00</b>	<b>\$182,040.00</b>	<b>\$42,000.00</b>	<b>\$224,040.00</b>

<u>EXPENSES</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 20-21</u>
310 ROAD IMPROVEMENT - OLD MANCHACA	\$0.00	\$0.00	\$184,000.00	\$184,000.00
311 MISC - 50TH ANNIVERSARY VSL SIGNS	\$0.00	\$0.00	\$2,000.00	\$2,000.00
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$186,000.00</b>	<b>\$186,000.00</b>

**CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING (CLFRF) - ARPA**

<u>REVENUES:</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 20-21</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	\$0.00	\$0.00
<b><u>TOTALS:</u></b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62,813.74</b>	<b>\$62,813.74</b>

<u>EXPENSES:</u>	<u>CURRENT MONTH</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 20-21</u>
510 WATER SYSTEM IMPROVEMENTS - NORTH WATER	\$25,536.20	\$25,536.20	\$0.00	\$25,536.20
511 WATER SYSTEM IMPROVEMENTS - SOUTH WATER	\$0.00	\$0.00	\$0.00	\$0.00
<b><u>TOTALS:</u></b>	<b>\$25,536.20</b>	<b>\$25,536.20</b>	<b>\$0.00</b>	<b>\$25,536.20</b>

**RESERVED FUND BALANCES**

<b><u>WATER FUND CONTINGENCY</u></b>	<b>\$50,000</b>	<b>\$50,000</b>
<b><u>ROAD FUND:</u></b>		
RESTRICTED CAPITAL METRO	\$28,040	\$42,040
RESERVE FOR PROJECTS	<u>\$140,000</u>	<u>\$140,000</u>
<b>TOTAL ROAD RESERVE</b>	<b>\$168,040</b>	<b>\$182,040</b>
<b><u>GENERAL FUND CONTINGENCY</u></b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>CURRENT BUDGET RESERVE</b>	<b><u>\$60,935</u></b>	<b><u>\$62,964</u></b>
<b><u>TOTAL ALL RESERVED FUNDS</u></b>	<b>\$328,975</b>	<b>\$345,004</b>
<b>TOTAL TEXPOOL AND CHECKBOOK</b>	\$488,389	\$478,882
<b>LESS TOTAL RESERVED</b>	<u>\$328,975</u>	<u>\$345,004</u>
<b><u>UNALLOCATED AVAILABLE FUNDS</u></b>	<b>\$159,414</b>	<b>\$133,878</b>

VILLAGE OF SAN LEANNA  
ORDINANCE NO. 21-001

AN ORDINANCE OF THE VILLAGE OF SAN LEANNA, TEXAS, LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT FOR THE VILLAGE OF SAN LEANNA, TEXAS FOR THE 2021-2022 FISCAL YEAR.

**WHEREAS**, the Chief Appraisers of the Travis Central Appraisal District has prepared and certified the appraisal roll of the Village of San Leanna, Texas, said roll being that portion of the approved appraisal roll of the Travis Central Appraisal District which lists property taxable by the Village of San Leanna, Texas; and

**WHEREAS**, the Board of Aldermen and City Administrator has published the new revenue tax rate, the voter-approval tax rate, an explanation of how they were calculated, and has fulfilled all other requirements for publication as contained in Section 26.052 (e) of the Texas Tax Code as it pertains to Small Taxing Units, in a manner designed to come to the attention of all residents of the Village of San Leanna; and

**WHEREAS**, the Board of Aldermen has complied with all applicable requirements of the Texas Tax Code prior to the settling of the tax rate for the Village of San Leanna for 2021.

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

SECTION 1.

That the tax rate of the Village of San Leanna, Texas for the tax year 2021 be, and is hereby, set at \$0.2498 on each one hundred dollars (\$ 100) of the taxable value of real and personal property not exempt from taxation by the Constitution and laws of this State situated within the corporate limits of the Village of San Leanna.

SECTION 2.

That there is hereby levied for the tax year 2021 upon all real and personal property not exempt from taxation by the Constitution and laws of this State situated within the corporate limits of the Village of San Leanna, and there shall be collected for the use and support of the municipal government of the Village of San Leanna, Texas.

### SECTION 3.

In accordance with the provisions and requirements of Section 26.05 of the Texas Property Tax Code, as amended, the City Council hereby states that **THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

### SECTION 4.

In accordance with the provisions and requirements of Section 26.05 of the Texas Property Tax Code, as amended, the Board of Aldermen hereby states that **THE TAX RATE WILL EFFECTIVELY BE RAISED BY 10.75 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$22.09.**

### SECTION 5.

That the Travis County Tax Assessor and Collector is hereby authorized to assess and collect the taxes of the Village of San Leanna employing the above tax rate.

### SECTION 6.

That the City Administrator of the Village of San Leanna shall keep accurate and complete records of all monies collected under this Ordinance and the purposes for which same are expended.

### SECTION 7.

That monies collected pursuant to this Ordinance shall be expended as set forth in the Village of San Leanna's FY 2021-2022 Annual Budget.

### SECTION 8

That all monies collected which are not specifically appropriated shall be deposited in the General Fund.

### SECTION 9

That this Ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

**PASSED AND APPROVED THIS THE 16th DAY OF SEPTEMBER 2021 BY  
THE FOLLOWING MOTION,**

MOTION:

"I MOVE THAT PROPERTY TAX BE INCREASED BY THE ADOPTION OF A  
TAX RATE OF \$0.2498 PER \$100 VALUATION, WHICH IS EFFECTIVELY A  
10.75 PERCENT INCREASE IN THE TAX RATE".

WHICH WAS MADE BY \_\_\_\_\_  
MOTION SECONDED BY \_\_\_\_\_ TO

APPROVE THIS ORDINANCE HAVING RECEIVED \_\_\_ AYES, \_\_\_ NAYES,  
AND \_\_\_ ABSTAINED.

\_\_\_\_\_  
Molly Quirk, Mayor

ATTEST:

\_\_\_\_\_  
Rebecca Howe, City Administrator

## Drainage Quotes

1. Two parts of fixing the drainage just north of the cemetery and corner home on Chapel Ln and Hunting Creek (part of this was already approved)
2. Drainage work at the ditch River Oaks and Redbud Trl (storm drain)
3. Remaining portion of fixing drainage near the park and ditch off sunset (bamboo removal)

# Estimate #58009



**Billing Address**  
Village Of San Leanna  
PO Box 1107  
Manhaca TX 78652

**Service Address**  
Village Of San Leanna  
PO Box 1107  
Manhaca TX 78652

**Send Payment To**  
DNZ LANDSCAPING, LLC  
2609 Bliss Spillar Road  
Manhaca Texas 78652

<b>Estimate Date</b>	06/25/21
<b>Sent On</b>	07/23/21
<b>Total</b>	\$33,035.50
<b>Payments</b>	\$0.00
<b>Balance</b>	\$33,035.50

**Contact:** Dan Villarreal

**Contact:** Dan Villarreal

## Scope of Work

Chapel Ln & Hunting Creek Ln

Step1: Clean out the small ditch that is no longer functioning or visible in-front of 11608 Chapel Ln and the ditch will stop at the corner of Indian Tree Trail & Chapel Ln. Please see pictures attached below, The ditch will begin approximately 8' to10' off the edge of the black top and will need to be dug out 4" to 14" deep. The water will be flowing through the homeowners existing culvert pipe and stopping at Indian Tree Trail. The goal is to keep the water from going over the road, until after Mr. Hammocks driveway across the street at 11517 Chapel Ln. Once the water from the cemetery is corrected on that side, Step 2 begins. The ditch on the east side will be approximately 10' to15' off of the edge of the black top and will need to be dug out 4" to 32" deep. The existing drain culvert is not adequate for the amount of water flow and will require 2 new 18" galvanized culverts to be installed at 11517 Chapel Ln.

## Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
Service:Dirt Work	<b>Step 1:</b> Clean out culvert, reshape channel in front of 11608 Chapel Ln. The ditch will begin approximately 8' to10' off the edge of the black top and will need to be reshaped 4" to 14" deep on center. The run off will be flowing through the homeowners existing culvert pipe and stopping just before Indian Tree Trail.  Please see pictures and drawings attached!	\$3,485.5	✓	1.0	\$3,485.50
Haul Off	3- 4 loads of haul off for 11608 Chapel Ln	\$270.0	✓	4.0	\$1,080.00
Service:Install Erosion Control Fabric + Staples	Install 1500sqft of land-lock S2 ( or equal) erosion control matting, staples, and a variety of grass seeds for all seasons. This also includes the first 7 days of watering to ensure the seeds are germinated.  *Water will be provided by the Village Of San Leanna HOA	\$2.5	✓	1500.0	\$3,750.00
Service:Dirt Work	<b>Step 2:</b> Clean out, reshape channel in front of 11517 Chapel Ln. The ditch will begin approximately 15' to 25' off of the edge of the black top and will need to be dug out 4" to 32" deep on center.  The existing culvert is not adequate for the amount of runoff and will require 2 -18" galvanized oval culverts to be installed at 11517 Chapel Ln.  DNZ Landscaping, LLC would recommend installing headwalls/aprons to help prevent erosion and a maintenance nightmare.	\$9,525.0	✓	1.0	\$9,525.00
Haul Off	6- 8 loads of haul off for 11517 Chapel Ln	\$275.0	✓	8.0	\$2,200.00
Service:Install Erosion Control Fabric + Staples	Install 4500sqft of land-lock S2 ( or equal) erosion control matting, staples, and a verity of grass seeds for all seasons. This also includes the first 7 days of watering to ensure the seeds are germinated.  *Water will be provided by the Village Of San Leanna HOA	\$2.5	✓	4500.0	\$11,250.00

DNZ Products:Installation Of Decomposed Granite 1/2 Minus	Installation Of 3/4 Decomposed Granite + Watering & Compacting	\$165.0	✓	10.0	\$1,650.00
Repairs	Relocate one mail box and reset one new post.	\$95.0	✓	1.0	\$95.00
				Subtotal	\$33,035.50
				Tax	\$0.00
				<b>Total</b>	<b>\$33,035.50</b>

Payments

Date	Type	Amount
No payments		

Notes

Terms

Here is your estimate for you to review. Please confirm you did received the estimate and let us know if you have any questions or concerns about the estimate. If you would like to approved the estimate, hit approve and please sign on bottom.

Signatures

Name	Signature	Reason	Requested	Signed	Document
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# Estimate #58036

**Billing Address**

Village Of San Leanna  
PO Box 1107  
Manhaca TX 78652

**Service Address**

Village Of San Leanna  
PO Box 1107  
Manhaca TX 78652

**Send Payment To**

DNZ LANDSCAPING, LLC  
2609 Bliss Spillar Road  
Manhaca Texas 78652

<b>Sent On</b>	07/29/21
<b>Total</b>	\$11,522.50
<b>Payments</b>	\$0.00
<b>Balance</b>	\$11,522.50

**Contact:** Dan Villarreal

**Contact:** Dan Villarreal

## Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
Service:Dirt Work	<ul style="list-style-type: none"><li>Reshape channel</li><li>Remove silk and top soil</li><li>Remove and Replace land owners stone</li></ul> <p>(in order to get access to the ditch, we will need to remove and replace the land owners stone along his driveway)</p>	\$4,200.0	✓	1.0	\$4,200.00
Service:Dirt Work	Remove and Replace Riprap	\$1,850.0	✓	1.0	\$1,850.00
Service:Dirt Work	Install additional Riprap to insure the land owners stone does not wash out along the driveway.	\$1,850.0	✓	1.0	\$1,850.00
Haul Off	Haul off 3- 4 loads	\$270.0	✓	3.0	\$810.00
Service:Install Erosion Control Fabric + Staples	Install approximately 1125 sqft of land-lock S2 ( or equal) erosion control matting, staples, and a variety of grass seeds for all seasons. This also includes the first 7 days of watering to ensure the seeds are germinated.  *Water will be provided by the Village Of San Leanna HOA	\$2.5	✓	1125.0	\$2,812.50
					Subtotal \$11,522.50
					Tax \$0.00
					<b>Total \$11,522.50</b>

## Payments

Date	Type	Amount
No payments		

## Notes

## Terms

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## Signatures

Name	Signature	Reason	Requested	Signed	Document
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# Estimate #58122



<b>Billing Address</b> Village Of San Leanna PO Box 1107 Manchaca TX 78652	<b>Service Address</b> Village Of San Leanna PO Box 1107 Manchaca TX 78652	<b>Send Payment To</b> DNZ LANDSCAPING, LLC 2609 Bliss Spillar Road Manchaca Texas 78652	<b>Sent On</b> 08/12/21
			<b>Total</b> \$14,231.25
			<b>Payments</b> \$0.00
			<b>Balance</b> \$14,231.25

**Contact:** Dan Villarreal      **Contact:** Dan Villarreal

## Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
Service:Dirt Work	<b>Sunset Drive Ditch Clean Up:</b> <ul style="list-style-type: none"><li>Remove Bamboo, Cut back shrub brush and trees, Approximately 10ft back off of the asphalt</li><li>Reshape channel</li><li>Remove Silk and Top Soil</li></ul>	\$6,900.0	✓	1.0	\$6,900.00
Haul Off	<b>Sunset Drive Ditch Clean Up:</b> Haul Off 4-5 loads	\$270.0	✓	5.0	\$1,350.00
Service:Install Erosion Control Fabric + Staples	<b>Sunset Drive Ditch Clean Up:</b> Install approximately 1760 sqft of land-lock S2 ( or equal) erosion control matting, staples, and a variety of grass seeds for all seasons. This also includes the first 7 days of watering to ensure the seeds are germinated.  *Water will be provided by the Village Of San Leanna HOA	\$2.5	✓	1760.0	\$4,400.00
				Subtotal	\$12,650.00
				Tax	\$1,581.25
				<b>Total</b>	<b>\$14,231.25</b>

## Payments

Date	Type	Amount
No payments		

## Notes

## Terms

Here is your estimate for you to review. Please confirm you did received the estimate and let us know if you have any questions or concerns about the estimate. If you would like to approved the estimate, hit approve and please sign on bottom.

## Signatures

Name	Signature	Reason	Requested	Signed	Document
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## CONTRACT FOR

### “2021 Village of San Leanna Improvement Project”

The VILLAGE OF SAN LEANNA, TEXAS, hereinafter called “OWNER” and Ardurra Group, Inc., hereinafter called “ENGINEER” agrees as follows:

#### **A. Specific Project Data:**

##### **1. Project Description:**

This scope uses the preliminary cost estimate and pavement design recommendations provided by the Village of San Leanna and Neptune-Wilkinson Associates, Inc. dated and sealed by Joel Wilkinson, P.E. on November 30, 2016. Below is a description of the work:

Old Manchaca Road is within the Village of the San Leanna and forms a loop road beginning and ending at FM 1626. The length of the road is approximately 2,070 feet (0.4 Miles) and serves as a minor collector with direct access provided to about 11 residential lots.

The improvements proposed include blading along the edge of pavement from the speed bump to Chapel Lane, to remove the buildup of dirt and to shape the slopes away from the pavement so that water will sheet flow from the pavement into the existing ditches. Where needed, the ditches will be reshaped near the Cemetery. The existing ditch between the Chapel Lane culvert and the existing culvert under Old Manchaca Road will be cleared of brush where needed.

*Overlayed Segments:* The first segment of pavement to be repaired will be on the east end consisting of approximately 500 feet and goes from FM 1626 to the existing speed bump. The next segment of pavement will be on the west end consisting of approximately 730 feet from Arnold Lane to FM 1626. Both of these sections are to be power broomed, and tack coated and overlayed with 1 - 1/2 inches HMA (Type D) pavement for width of 20 feet.

*Reconstructed Segment:* The segment from Arnold Lane to the existing speed bump is approximately 840 feet long. This segment is recommended for reconstruction using full depth reclamation of the base and top layer of asphalt pavement. The existing asphalt pavement, base material and partial subgrade will be pulverized to a depth of not less than 6 inches with 5% cement added, wetted, mixed, compacted and then cured. The prepared base will be micro-cracked by rolling and then overlaid with a prime coat and 1 1/2 inches HMA (Type D) pavement for a width of 20 feet. All existing material is incorporated into the plan with little material haul off and disposal costs required.

The speed bump will be reconstructed in the same area as the existing speed bump as part of the road reconstruction.

- 2. Provide design, opinion of probable costs, bid and construction administration.**
- 3. Pavement improvements will include three segments, an overlay (2 segments) and full depth reclamation with HMA (1 segment) and reconstructing the existing speed bump**
- 4. The Old Manchaca Road is the only road included in this Village of San Leanna Street Improvement Program.**

5. Additional pavement improvements, alternative improvement methods, and pavement improvement locations may be added based on inspections and data gathering during the initial phase of the project. The Engineer will provide an additional amendment at the request of the Owner.

**B. Scope of Services:** ENGINEER agrees to provide design, bid, and construction phase services (except services to be provided by OWNER and noted elsewhere) necessary to develop the following project.

**1. Design Phase Services:**

Provide design phase services for street improvements of Old Manchaca Road within the incorporated limits of the Village of San Leanna. The scope of services includes the following tasks.

- a. Prepare final detailed contract drawings, and technical specifications for construction indicating the scope, extent, and character of the work to be performed and furnished by contractor.
- b. Prepare current opinion of probable construction cost and any adjustments to total project costs known to Engineer.
- c. Provide construction schedule.
- d. Provide Owner with a pre-final 90% design review and address one round of comments.

**2. Bidding Phase Services:**

- a. Assist Owner in advertising for and obtaining bids and maintain a record of prospective bidders to whom Bidding Documents have been issued. Owner to pay any fees associated with advertising.
- b. Attend pre-bid meeting and prepare meeting minutes.
- c. Prepare signed and sealed addenda, if necessary.
- d. Attend the bid-opening, prepare bid tabulation sheets and assist the Owner in evaluating the bids and submit a written recommendation for award.

**3. Construction Phase Engineering Services:**

- a. Attend Pre-Construction meeting and prepare meeting minutes. The Engineer will submit copies of the meeting minutes to the Owner for review and approval.
- b. Make periodic visits (approximately 1-2 visits per week) to the site to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the contract documents. However, this does not limit the OWNER's right to request the ENGINEER to make additional site visits to clarify construction issues. (The duration of construction is anticipated to be 60 days.)

In performing these services the ENGINEER will endeavor to protect the OWNER against defects and deficiencies in the work of the contractor, but he cannot guarantee the performance of the contractor, nor be responsible for the actual supervision of construction operations or for the safety measures that the contractor takes or should take.

- c. Consult and advise the OWNER; issue all instructions to the contractor requested by the OWNER; and prepare and issue routine change orders with OWNER's approval.
- d. Review samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of material and equipment and other data which the contractor submits. This review is for the benefit of the OWNER and covers only general conformance with the information given by the contract documents. The contractor is to review and stamp his approval on submittals prior to submitting to ENGINEER, and review by the ENGINEER does not relieve the contractor of any responsibility such as dimensions to be confirmed and correlated at the job site, appropriate safety measures to protect work and the public or the necessity to construct a complete and workable facility in accordance with the contract documents.
- e. Obtain and review monthly and final estimates for payments to contractor, and furnish to the OWNER any recommended payments to contractor and suppliers; assemble written guarantees which are required by the contract documents.
- f. Conduct, in company of the OWNER, a final inspection of the project for compliance with the contract documents, and submit recommendations concerning project status, as it may affect OWNER's final payment to the contractor.

**4. Additional Services:**

- a. Material Testing: Test construction materials (HMAC), for conformance with specifications. Testing includes site visit, asphalt cores for densities, and bag samples to verify gradation and asphalt content.

- C. Compensation for Basic Services:** The OWNER will pay the ENGINEER for the performance of the above described services, on a percent complete basis, with lump sum amounts as follows:

Design Phase	\$ 10,000
Bidding Phase	\$ 5,000
Construction Phase Services	\$ 10,000
<b>Total Basic Compensation</b>	<b>\$ 25,000</b>

- D. Compensation for Additional Services:** Additional services will be performed by the Engineer upon authorization by the OWNER. The Owner will pay the ENGINEER for additional services as follows:

1. For materials testing, OWNER will pay Engineer a fee of \$600 per each HMAC materials testing.
2. For construction observation inspection, OWNER will pay Engineer an hourly rate of \$150 per hour, not to exceed a fee of \$7,800 for time and material, limited to a maximum of 52 hours.



**E. Special Services:** The following items are not considered a part of the services to be provided under this contract and are considered additional work. Reimbursement for special services shall be negotiated, as needed.

- State, federal, local, or other permit applications
- State, federal, local, or other financial assistance or grant applications
- Additional services, outside of contract, requested by City staff
- Geotechnical analysis
- Environmental analysis
- Utility relocation or coordination
- Subsurface Utility Engineering
- Pavement Design
- Topographic Survey
- Drainage design or analysis

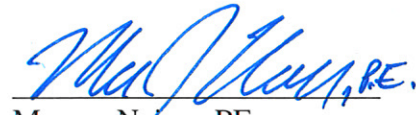
**F. Time and Order of ENGINEER's Services:** The ENGINEER shall furnish the documents and personally render or provide the services required for this contract in such a sequence and at such time as may be necessary to insure the prompt and continuous development of the design and construction of the project. The ENGINEER shall start work within ten (10) days after the execution of this contract and shall proceed as expediently as possible.

EXECUTED IN DUPLICATE, each of which may be considered an original, on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

IN WITNESS WHEREOF, we have executed this contract on the date written above.

**ARDURRA GROUP, INC.**

**VILLAGE OF SAN LEANNA, TEXAS**



Marcus Naiser, PE  
Group Leader  
Phone: (512) 381-8333

\_\_\_\_\_  
Rebecca Howe  
City Administrator  
Phone: (512) 280-3898