

THE VILLAGE OF SAN LEANNA
AGENDA
Regular Board of Aldermen Public Meeting
Thursday, May 19, 2022
7:00 p.m. – Community Center – 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

Roll call

Approval of minutes: Regular B of A MeetingApril 21, 2022

B. CITIZENS' COMMUNICATION

1. Citizen Communication
2. Dane Avery, Arborist

C. ITEMS SCHEDULED FOR ACTION

1. Presentation and approval of audit report for FY 2020-2021. Don Allman, CPA, present.
2. Consideration of approval of vacating easement between 732 River Oaks Dr (LOT 117C SAN LEANNA ESTATES) and 736 River Oaks Dr (LOT 117B SAN LEANNA ESTATES & ADJ 50FT STRIP OF ABS 20 SUR 1 SLAUGHTER S F).
3. Consideration to use the Community Center for community sponsored events.
4. Review and approve financial report for April 2022.

D. ITEMS FOR DISCUSSION

E. REPORTS AND INFORMATION

1. Mayor's Report..... Updates re: meeting/symposium attendance
2. Zoning Report..... Certificate of Occupancy:
New building permits:
Active Building permits
3. Administrative Report.. surveys/reports, administrative updates
4. Roads..... Current road maintenance needs, road improvement projects,
street signs, speedhumps
5. Public Affairs..... newsletter, Community events
6. Public Safety..... Neighborhood Watch, NNO, public safety information, streetlights
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

F. ADJOURNMENT TO EXECUTIVE SESSION

1. Council will meet in Executive Session to discuss upcoming personnel needs and an appointment to fill the vacant seat on the Board of Aldermen after the 2022 General Election per Section 551.074 of the Open Meetings Act.

G. RESUME REGULAR MEETING

5. Installation of elected officials (Three Alderpersons).

H. 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 16, 2022

Rebecca Howe, City Administrator

**THE VILLAGE OF SAN LEANNA
MINUTES**

Special Board of Aldermen Public Meeting & Public Hearing
Monday, March 21, 2022
7:00 p.m. – Community Center – 11906 Sleepy Hollow

A. MEETING CALLED TO ORDER

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

Helen Rockenbaugh and Mary Wright were not present.

Charlie Burks moved to approve minutes of Regular B of A Meeting and Public Hearing on February 17, 2022 as written; Danny Villarreal seconded; motion carried with a vote of 3 in favor – 0 opposed.

B. CITIZENS' COMMUNICATION

C. ITEMS SCHEDULED FOR ACTION

Helen Rockenbaugh arrived and was counted present.

1. The resident requesting the vacation of the utility easement between 732 River Oaks Dr (LOT 117C SAN LEANNA ESTATES) and 736 River Oaks Dr (LOT 117B SAN LEANNA ESTATES & ADJ 50FT STRIP OF ABS 20 SUR 1 SLAUGHTER S F) had not provided required paperwork to move forward. Danny Villarreal moved to table the request; Christa Gregg seconded; motion carried with a vote of 4 in favor – 0 opposed.

Mary Wright arrived and was counted present.

2. The residents requesting consideration to allow painting of a pickleball court on the street in the round of the cul-de-sac at Leanna Woods Cove had not provided required paperwork to move forward. Danny Villarreal moved to table the request; Helen Rockenbaugh seconded; motion carried with a vote of 5 in favor – 0 opposed.
3. Danny Villarreal moved to cancel the May 7th, 2022 General Election as candidates were running unopposed; Christa Gregg seconded; motion carried with a vote of 5 in favor – 0 opposed.
4. Council discussed running electricity to Jim Payne Park for lights and electrical plugs. Danny Villarreal moved to approve installation of electrical service at Jim Payne Park if the expense was under \$5,000; Christa Gregg seconded; motion carried with a vote of 5 in favor - 0 opposed.
5. Rebecca Howe updated Council on the Austin Public Health report for 11909 Bluebonnet Ln, stating that the health officer assigned found no violations on the property and found the property to be well maintained. Charlie Burks moved to close Health and Sanitation Ordinance No. 01-005 violation inquiry at 11909 Bluebonnet Ln.; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

6. Council discussed road improvement prioritization and Capital Metro funding through Build Central Texas. Charlie Burks moved to direct Mayor Quirk and Rebecca Howe to select the top three roads to be considered at the April meeting; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.
7. Charlie Burks moved to approve financial report for February 2022; Danny Villarreal seconded; motion carried with a vote of 5 in favor – 0 opposed.

D. ITEMS FOR DISCUSSION

1. Rebecca Howe briefly updated council on Zoning Ordinance amendment timeline and stated that basic amendments and legislative changes would be ready for review in April.

E. REPORTS AND INFORMATION

1. Mayor's Report: Mayor Quirk reported on the Small Cities Mayoral Meeting and village happenings.

Rebecca Howe read from the Zoning Report provided by Linda Barrett, noting new permits issued for a new home on Lake Dr and solar panels on Circle Dr, as well as an upcoming permit for an inground pool at the new house on Hunting Creek.

2. Administrative: Rebecca Howe reported on the on the status of submissions for the American Rescue Plan Act and the TCEQ Emergency Preparedness Plan. Ms. Howe informed Council that Cal Francis, the meter reader, had accepted a full-time job and had given his notice that he would stop reading meters when a replacement was located and trained.
3. Roads: Danny Villarreal reported on the state of the roads in the Village and informed Council that the new stop sign for River Oaks Dr and Hacienda Dr had arrived.
4. Public Affairs: Helen Rockenbaugh reported on an a successful, well attended Mardi Gras event.
5. Public Safety: Christa Gregg reported on suspicious drone activity and progress on stop sign cleaning. Council discussed the bent sign at the corner of Circle Dr and Ridge Dr which had been caused by an alleged drunk driver.
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 2 ft. since the previous month, to a level of 87.8 ft. The burn ban was in effect.

Byron Townsend was awaiting quotes for tank rehabilitation.

7. Environmental: Charlie Burks reported on a quiet month for trees and discussed maintenance of the plants surrounding the gazebo at Jim Payne Park. Council discussed potentially paving the path to the gazebo with concrete.

F. ADJOURNMENT TO EXECUTIVE SESSION

Council adjourned to executive session.

Council met in Executive Session and discussed the Meter Reader position and the potential Board of Aldermen vacancy.

G. RESUME REGULAR MEETING

Mayor Quirk resumed the regular meeting.

Christa Gregg recused herself from taking action. Danny Villarreal moved to hire resident teen, Joshua Gregg, as Meter Reader at a rate of \$160 per month, including two months of paid training; Charlie Burks seconded; motion carried with a vote of 4 in favor – 0 opposed.

H. ADJOURNMENT

Charlie Burks moved to adjourn the meeting; Danny Villarreal seconded; meeting adjourned at 8:21 pm.

**VILLAGE OF SAN LEANNA
GENERAL FUND REPORT
4-1-2022 -- 4-30-2022**

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>AMENDED BUDGET</u>
101	PROPERTY TAXES	\$1,193.40	\$193,897.72	\$195,091.12	(\$91.12)	\$195,000.00
102	FRANCHISE TAXES	\$63.97	\$12,625.58	\$12,689.55	\$2,310.45	\$15,000.00
103	INTEREST	\$150.38	\$168.52	\$318.90	(\$118.90)	\$200.00
104	BUILDING PERMITS	\$1,180.00	\$1,660.00	\$2,840.00	\$2,160.00	\$5,000.00
106	MISCELLANEOUS	\$6,555.70	\$0.00	\$6,555.70	(\$6,455.70)	\$100.00
109	TRANSFER FROM RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>TOTALS:</u>		\$9,143.45	\$208,351.82	\$217,495.27	(\$2,195.27)	\$215,300.00

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	\$20,000.00	\$20,000.00
113	CITY ADMINISTRATOR	\$3,620.45	\$18,984.88	\$22,605.33	\$16,261.34	\$38,866.67
114	TML INSURANCE	\$785.75	\$1,540.50	\$2,326.25	\$613.75	\$2,940.00
115	LEGAL	\$0.00	\$465.00	\$465.00	\$2,535.00	\$3,000.00
116	TAXES	\$882.58	\$2,245.86	\$3,128.44	\$3,071.56	\$6,200.00
117	ENVIRONMENTAL MAINTENANCE	\$3,580.00	\$3,646.01	\$7,226.01	\$22,773.99	\$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	\$247.82	\$1,489.21	\$1,737.03	\$1,462.97	\$3,200.00
121	OFFICE EXPENSES	\$744.47	\$4,537.38	\$5,281.85	\$1,418.15	\$6,700.00
122	ORG. MEMBERSHIP DUES	\$0.00	\$773.90	\$773.90	\$226.10	\$1,000.00
123	APPRAISALS	\$215.22	\$394.41	\$609.63	\$215.37	\$825.00
124	BUILDING INSPECTIONS	\$110.00	\$1,405.00	\$1,515.00	\$3,485.00	\$5,000.00
125	MISCELLANEOUS	\$21.98	\$44.86	\$66.84	\$933.16	\$1,000.00
126	ARBORIST	\$1,000.00	\$5,920.00	\$6,920.00	\$6,080.00	\$13,000.00
128	COUNCIL EXPENSES	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
129	PUBLIC AFFAIRS	\$0.00	\$686.84	\$686.84	\$1,813.16	\$2,500.00
130	COMMUNITY CENTER	\$106.35	\$979.47	\$1,085.82	\$3,914.18	\$5,000.00
131	ENGINEER	\$0.00	\$0.00	\$0.00	\$1,500.00	\$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	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
135	PUBLIC SAFETY	\$178.98	\$431.09	\$610.07	\$1,089.93	\$1,700.00
136	ADVISOR	\$538.25	\$2,957.92	\$3,496.17	\$2,503.83	\$6,000.00
137	EMPLOYEE BENEFIT STIPEND	\$289.13	\$1,440.87	\$1,730.00	\$1,270.00	\$3,000.00
<u>TOTALS:</u>		\$12,320.98	\$49,443.20	\$61,764.18	\$148,267.49	\$210,031.67

**VILLAGE OF SAN LEANNA
WATER FUND REPORT
4-1-2022 -- 4-30-2022**

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	\$14,142.47	\$61,159.69	\$75,302.16	\$49,697.84	\$125,000.00
202	WATER TAP FEES	\$6,000.00	\$1,618.16	\$7,618.16	\$1,981.84	\$9,600.00
203	METER DEP/CONNECT FEES	\$150.00	\$1,500.00	\$1,650.00	(\$650.00)	\$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
<u>TOTALS:</u>		\$20,292.47	\$64,277.85	\$84,570.32	\$51,129.68	\$135,700.00

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	\$2,500.00	\$15,000.00	\$17,500.00	\$12,500.00	\$30,000.00
211	DISTRICT FEES	\$0.00	\$3,316.27	\$3,316.27	\$2,683.73	\$6,000.00
212	MAINTENANCE/REPAIR	\$2,745.00	\$13,228.93	\$15,973.93	\$14,026.07	\$30,000.00
213	ELECTRICITY	\$523.37	\$3,451.92	\$3,975.29	\$5,024.71	\$9,000.00
214	BOOKKEEPER	\$1,809.54	\$9,492.43	\$11,301.97	\$8,131.36	\$19,433.33
215	BILLING SUPPLIES	\$80.00	\$593.50	\$673.50	\$1,226.50	\$1,900.00
216	METER READER	\$172.24	\$947.34	\$1,119.58	\$800.42	\$1,920.00
217	METER REFUNDS	\$100.00	\$250.00	\$350.00	\$650.00	\$1,000.00
218	MISCELLANEOUS	\$14.22	\$0.00	\$14.22	\$85.78	\$100.00
220	CITY OF AUSTIN CONTRACT	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,200.00
221	CITY OF AUSTIN WATER	\$1,820.17	\$9,856.06	\$11,676.23	\$13,323.77	\$25,000.00
TOTALS:		\$9,764.54	\$56,136.45	\$65,900.99	\$63,652.34	\$129,553.33

CHECKING ACCOUNT BALANCE:

BEGINNING BALANCE	\$60,434.45	\$89,870.37
TOTAL REVENUES	\$29,435.92	
TRANSFER-TEXPOOL	\$0.00	
TOTAL EXPENSES	\$22,085.52	
ROAD ENGINEERING EXP	\$750.00	
TRANSFER-TEXPOOL	\$0.00	
INTEREST RET-TEXPOOL	\$150.38	\$22,985.90
ENDING BALANCE		\$66,884.47
CHECKBOOK BALANCE		\$66,884.47

TEXPOOL BALANCE:

BEGINNING BALANCE	\$601,258.69
DEPOSITS	\$0.00
INTEREST	\$150.38
TOTAL	\$601,409.07
WITHDRAWALS	\$0.00
ENDING BALANCE	\$601,409.07

**VILLAGE OF SAN LEANNA
FINANCIAL REPORT
4-1-2022 -- 4-30-2022**

ROAD IMPROVEMENT FUND - 2017-2021

<u>REVENUES</u>	<u>CURRENT</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 21-22</u>
	<u>MONTH</u>			
301 CAPITAL METRO - BTC FUNDING 2021	\$0.00	\$0.00	\$0.00	\$0.00
302 TRANSFER - CAPITAL METRO - RESERVE	\$0.00	\$0.00	\$42,040.00	\$42,040.00
303 CAPMETRO - BTC - PROJECT REIMBURSI	\$0.00	\$0.00	\$42,000.00	\$42,000.00
304 TRANSFER - ROAD PROJECT RESERVED	\$0.00	\$0.00	\$140,000.00	\$140,000.00
	\$0.00	\$0.00	\$107,960.00	\$107,960.00
TOTALS:	\$0.00	\$0.00	\$332,000.00	\$332,000.00

<u>EXPENSES</u>				
310 ROAD IMPROVEMENT - OLD MANCHACA	\$0.00	\$0.00	\$300,000.00	\$300,000.00
311 ENGINEERING - MISC	\$750.00	\$13,250.00	\$18,750.00	\$32,000.00
TOTALS:	\$750.00	\$13,250.00	\$318,750.00	\$332,000.00

ROAD IMPROVEMENT FUND 2022

<u>REVENUES</u>				<u>BUDGET 21-22</u>
301-22 CAPITAL METRO - BTC FUNDING 2022	\$0.00	\$0.00	\$14,000.00	\$14,000.00
302-22 TRANSFER - CAPITAL METRO - RESERVE	\$0.00	\$0.00	\$0.00	\$0.00
303 CAPMETRO - BTC - PROJECT REIMBURSI	\$0.00	\$0.00	\$14,000.00	\$14,000.00
304 TRANSFER - ROAD PROJECT RESERVED	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS:	\$0.00	\$0.00	\$28,000.00	\$28,000.00

<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
TOTALS:	\$0.00	\$0.00	\$0.00	\$0.00

CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING (CLFRF) - ARPA

<u>REVENUES:</u>	<u>CURRENT</u>	<u>YTD TOTAL</u>	<u>DIFFERENCE</u>	<u>BUDGET 21-22</u>
	<u>MONTH</u>			
501 CORONAVIRUS LOCAL FISCAL RECOVERY FUNDING	\$0.00	\$124.14	\$62,689.60	\$62,813.74
502 CLFRF RESERVE FUNDING	\$0.00	\$0.00	\$37,277.54	\$37,277.54
TOTALS:	\$0.00	\$124.14	\$99,967.14	\$100,091.28

<u>EXPENSES:</u>				
510 WATER SYSTEM IMPROVEMENTS - NORTH VILLAGE	\$0.00	\$0.00	\$0.00	\$0.00
511 WATER SYSTEM IMPROVEMENTS - SOUTH VILLAGE	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS:	\$0.00	\$0.00	\$0.00	\$0.00

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>\$140,000</u>	<u>\$140,000</u>
TOTAL ROAD RESERVE	\$182,040	\$182,040
<u>GENERAL FUND CONTINGENCY</u>	\$50,000	\$50,000
<u>CLFRF - ARPA FUND RESERVE</u>	\$37,402	\$37,402
CURRENT BUDGET RESERVE	<u>\$155,635</u>	<u>\$162,985</u>
TOTAL ALL RESERVED FUNDS	\$475,077	\$482,427
TOTAL TEXPOOL AND CHECKBOOK	\$661,693	\$668,294
LESS TOTAL RESERVED	<u>\$475,077</u>	<u>\$482,427</u>
<u>UNALLOCATED AVAILABLE FUNDS</u>	\$186,616	\$185,866